HOPE LUTHERAN DAY SCHOOL
A MINISTRY OF HOPE LUTHERAN CHURCH

ReOpen Guidelines
(ADDENDUM TO OUR 2021- 2022 PARENT HANDBOOK)

Introduction

The guidance has been developed in an effort to make our preschool as safe as possible by limiting exposure. Hope will provide quality care by implementing social and physical distancing, and healthy practices to prevent exposure to the virus. The following guidelines will be followed until amended by Federal, State, and local authorities.

Staffing

Teacher & Teacher Assistant

The teacher and teacher assistant will oversee all health and safety practices in their classroom, keeping in mind that health and safety is everyone's responsibility. Their duty is to ensure the safety of all staff and children in the classroom by reminding/monitoring staff and children to do simple things like wash hands, cover cough, and social distancing etc.

Director/Assistant Director

The Director, Assistant Director and/or Administrative Assistants will provide training and necessary support and equipment to ensure the safety of all staff and children in the facility.

Required Staff Education and Training

All staff should be educated on coronavirus basics:

- Prevention of infection and spread of the disease
- Hand washing
- Hygiene
- Essential protective equipment

- Signs and symptoms of coronavirus infection
- Guidelines for operations of preschool
- Methods to avoid touching eyes, nose, and mouth
- Limiting close contact with others as much as possible and maintaining more than six feet of separation
- Coughing and sneezing etiquette
- Safely using cleaners and disinfectants on surfaces and objects, which includes:
    - The hazards of the cleaners and disinfectants available for use in the classroom and restrooms
    - Wearing personal protective equipment (such as gloves, face covering)
    - Ensuring cleaners and disinfectants are used in a manner that does not endanger employees or children and the facility
- The importance of staying home if they have a frequent cough, sneezing, fever, or difficulty breathing
- Preschool policy to follow when children become sick at the facility
- Preschool policy to protect employees from COVID-19 illness

Required Education for Children

Establish a curriculum and educational methods to inform children on how they can help prevent the spread of COVID-19, including:

- Frequent hand washing.
- Avoiding close and direct contact with other children and facility staff.
- Telling their teacher as soon as possible if they feel sick.
- Coughing and sneezing etiquette (cover coughs and sneezes with a tissue or sleeve; not hands).
- Discouraging children from sharing food, drinking cups, eating utensils, towels, etc.
- Establish a plan for children who become sick at the facility.

ACCESS CONTROL

People at Increased Risk for Serious Complications of COVID-19

Persons who are older, pregnant, or who have underlying health conditions, including those with compromised immune systems or respiratory conditions like severe asthma, are at higher risk to develop complications from this virus. Hope Lutheran Day School strongly suggests that such employees at higher risk not provide child care or visit child care facilities without first consulting their personal medical provider.

Staff members who are sick with any illness, are exhibiting signs or symptoms of flu like illness, have tested positive for COVID-19 or suspect that they may have been exposed to the virus must stay home. As a daily best practice, it is recommended to document and track all known incidents of possible exposure to COVID-19. In addition, a doctor's note may be required from those who have tested positive, before working (or returning to work) in a direct service setting.

Denial of Entry

As part of our strategy to limit the spread of coronavirus, visitors to the program must be suspended. Suspend all unnecessary visits and postpone non-essential activities. Signs should be posted at the entry of the facility that clearly state only essential personnel will be admitted into the program space. For a multiple use building, the child care space must be clearly designated and not used by others in the building. Exclude children, staff, parents, guardians, or any other person from sites if they are showing flu like symptoms, have been in contact with someone with COVID-19 in the last 14 days, or at high risk due to age and/or underlying health conditions. Also, if children/parents/staff have traveled from another country or other specified locations identified by the CDC, they should self isolate for 14 days to make sure they are free of infection or flu like symptoms. Contact the Administration and Human Resources for more guidance.

To keep facilities, children, and communities safe, ask any person (repairman, visiting coordinator, delivery man etc.) requesting access to enter the facility the following questions:

- Have you tested positive for COVID-19?
- Are you or anyone in your household waiting for the results of a COVID-19 test?
- Do you or does anyone in your household think they could have or may have been exposed to COVID-19?
- Have you traveled to another country (or other specified locations identified by CDC) within the last 14 days?

- Do you or anyone in your household (including children) have these symptoms or have been in close contact with anyone with these symptoms?
- Have you travelled to another region outside of the Bay Area?

○ Fever greater than 100.4F	○ Muscle pain
○ Cough	○ Sore throat
○ Shortness of breath/difficulty breathing	○ New loss of taste or smell
○ Chills	○ Repeated shaking with chills

If any of the above answers are yes, entry to the program should be denied.

Staff need to self-screen using the above criteria and questions. Staff need to take their temperature every day before arriving to work. If you are taking your temperature orally, do not eat or drink anything for 15 minutes prior to taking your temperature. Any temperature or exposure needs to be reported to the center supervisor immediately and staff need to remain home and contact their healthcare provider. If a staff member begins to feel ill after beginning their work day, they need to report to their supervisor immediately.

Staff calling in sick needs to contact their classroom team for coverage. Each classroom team is staffed with at least one assistant who can be a teacher. Depending on who's out sick, staff calling in sick may need to contact morning or afternoon TA to stay for afternoon or come in for the morning. Staff calling in sick will also contact Shirley Ngai.

Exposure of Parents / Guardians During Their Workday

It is possible that some parents/guardians will be exposed to the coronavirus while at work. Upon enrollment of the program, it is important for parents/guardians to identify at least two back up adults that could pick up children i.e. emergency cards. In the event that a parent is exposed or is suspected to have been exposed, the parent/guardian should not pick up the child from the program. Instead, one of the back-up adults should be used.

Communication with Parents

Clear communication is essential to ensure that parents understand these policies. The parent handbook will reflect the expectations of staff regarding how to communicate with parents. Staff should inform parents and guardians that children should stay at home if:

- They are sick (fever, cough, shortness of breath, diarrhea, vomiting, sore throat, runny nose/eyes, rash on feet/toes)
- Have been in contact with someone who has tested positive for coronavirus
- If someone in the household has symptoms (cough, fever, shortness of breath).
- Parents should be aware that they have a continued responsibility to regularly screen their children for flu-like symptoms. Encourage parents and guardians to share the information with their children as appropriate. Communicate such methods with parents and guardians. For example: if children are kept home because they are sick, parents should be encouraged to share symptoms with staff. Give each family the information from CDC regarding Coronavirus. (Located at the end of this document). Inform parents that they must inform the facility of any contact information that has changed including phone numbers of friends/relatives on the emergency card. Explain to parents what the drop off and pick up procedures will be. Including:
    - Social distancing information
    - Health screening questions
    - Designated classroom pick-up and drop-off area

Social Distancing

Social and physical distancing requires the intentional creation of physical space between individuals who may spread contagious and infectious diseases. It also requires canceling or postponing the number of gatherings and group activities, reducing all group sizes, and maintaining six feet of distance between every individual, as much as possible. The smaller the ratio the better. Children should be divided up into small cohorts and paired up with the same child care workers each day. This will help reduce the spread of the virus and help prevent a center or program-wide outbreak. See the ratio chart below:

Ratios and Group Size Teacher: Child Ratios	**Age**	**Teacher: Child Ratio**	**Group Size**
Preschool Classroom	2-5.9	2:14	14

In order to reduce exposure between staff and parents, all information for paperwork needs to be taken over the phone. If you need documents from teacher or school, please do the following:

1. Wash your hands.
2. Put a box and envelopes outside the facility door.
3. Wash your hands OR sanitize with hand sanitizer
4. Call them and instruct them to put documents inside envelopes - without licking them. Place the envelope inside the box labeled "INBOX."
5. Instruct parents to call you immediately to let you know documents are there.
6. Wash your hands OR sanitize with hand sanitizer
7. Retrieve the paperwork.
8. Make copies.
9. Place the documents back inside the envelope and inside the box labeled "OUTBOX" outside the facility door. Let parents know immediately that their paperwork is ready for pick up.
10. Wash your hands, then retrieve clean copies off of the copier.

Do the same process if you need signatures on paperwork from parents or school.

When at all possible, students from the same family or living in the same home should be kept in the same room to lower the exposure that separate groups would incur. Keep groups together throughout the day, do not combine groups (e.g., at opening and closing).

Arrange developmentally appropriate activities for smaller group activities and rearrange furniture and play spaces when possible. Find creative ways to use yarn, masking tape, or other materials for children to create their own space. If groups of children are moving from one area to another in shifts, cleaning measures must be completed prior to the new group entering this area. Please follow the guidelines below to maintain optimum social distancing in a childcare setting:

- Eliminate large group activities.
- Limit the number of children in each program space.
- Increase the distance between children during table work.
- Plan activities that do not require close physical contact between multiple children.
- Limit item sharing, and if items are being shared, remind children not to touch their faces and wash their hands after using these items.

- Eliminate use of water tables, sensory tables, sand play and play dough (unless it is individualized for each child).
- Minimize/eliminate time standing in lines.
- Incorporate additional outside time and open windows frequently.
- Avoid gathering in large groups for any reason. Outside time and lunch should be taken with designated primary care groups (no large gatherings or combining groups.)
- Staff should use separate office supplies as much as possible.
- Outdoor play should be staggered into shifts. If multiple groups are outside at the sametime, they should have a minimum of six feet of open space between outdoor play areas or visit these areas in shifts so that they are not congregating. Maintain active supervision to ensure that groups are not intermingling with each other. Always wash hands immediately after outdoor play time.

How to Talk to Young Children about Social Distancing:

- Use carpet squares, mats, or other visuals for spacing.
- Implement strategies to role-play and model what social distancing looks like by demonstrating the recommended distance when interacting with children, families, and staff.
- Give frequent verbal reminders to children.
- Create and develop a scripted story around social distancing, as well as hand washing, proper etiquette for sneezes, coughs, etc.
- Send home a tip sheet for parents and caregivers to also learn about social distancing.

Maintaining Social Distancing During Napping

- Space cots 6 feet apart from each other.
- Arrange the head of each bed alternately, in opposite directions, to lessen the possible spread of illness between children from coughing or sneezing.

HEALTH AND SAFETY

Who Can Get Coronavirus?

It is important to note that everyone can potentially get coronavirus. New research has shown that it is likely that approximately 50% of those who get coronavirus will not show any signs or symptoms. In short, we must act as though everyone is potentially infected with the virus - that is why physical distancing is so important. Coronavirus does not just impact the elderly.

Coronavirus in Children

Children are at risk for getting the coronavirus. Evidence does not suggest that children are at a higher risk for getting coronavirus than adults. Each child that attends the program will undergo a daily health check and be monitored throughout their stay for the following:

- Fever of 100.4°F or higher
- Shortness of breath
- Sore throat
- Fatigue, or being unable to participate in activities as normal
- Complaining of not feeling well
- Vomiting
- Abnormal stools such as diarrhea
- Runny nose or eyes
- Coughing
- Rash on feet and toes

Hygiene

No unnecessary contact should be permitted. For adults, this includes hugs, shaking hands, patting on the back, any type of unnecessary touching. Hands must be washed frequently. All individuals should be discouraged from touching their eyes, ears, mouth and face. Hand washing with soap is preferred over an alcohol-based hand sanitizer. Ensure all staff and children are washing hands for at least 20 seconds - scrubbing their fingers, under the fingernails and between the fingers. Make this a fun activity for children by singing songs or

playing games. Increased hand washing is one key at slowing the spread of this virus. Hands should be washed frequently throughout the day, including:

- When employees/children arrive at the facility and before they leave the facility.
- Before and after handling food, feeding a child including giving a child a bottle, or eating.
- Before and after using the toilet, changing a diaper, or helping a child use the bathroom (also wash the child's hands after helping the child use the bathroom or changing their diaper).
- After helping a child wipe their nose or mouth or tending to a cut or sore.
- After working in children's play areas.
- Before and after giving medicine to a child.
- After handling waste baskets or garbage

For occasions when soap and water are not immediately available, hand sanitizing products with at least 70% alcohol may be used. It is important to store hand sanitizer out of reach of children when not in use. Even after using sanitizer, hands should be thoroughly washed with soap and water as soon thereafter as possible. Toothbrushing: Suspend all tooth brushing during class. Encourage parents and caregivers to regularly brush teeth at home. Wearing of Face Coverings: Simple cloth-based face coverings (like bandanas or handkerchiefs) can limit the spread of the virus if placed on an individual, as this will limit the water droplets expelled from their mouths. Currently, the research suggests that wearing face coverings is more about preventing people from spreading the virus than catching it.

Wear a face covering while at work. Follow all guidance below:

Face covering procedure:

1. Wash hands
2. Put on face covering
3. Do not touch the face covering at all after putting it on
4. Remove your mask touching only the straps
5. Wash your hands

Wash your cloth face covering after each use. Have a bag or bin to keep cloth face coverings in until they can be laundered with detergent and hot water and dried on a hot cycle. If you must readjust your cloth face covering while wearing it, wash your hands immediately after putting it back on and avoid touching your face. Discard cloth face coverings that:

- No longer cover the nose and mouth
- Have stretched out or damaged ties or straps
- Cannot stay on the face
- Have holes or tears in the fabric

Children will be required to wear face coverings at school. They will not wear face coverings during meals and during nap.

Health Screening at Entry

- To the extent possible, the same parent or designated person should drop off and pick up the child every day. If possible, older people such as grandparents should not pick up children.
- Parents should drop off and pick up children outside the building at the entryway. While waiting, families should stand 6 feet apart.
- Teachers should be waiting outside for parent's arrival, if parents arrive and no teacher is outside, they should be instructed to call the school.
- If possible, parents should have their own hand sanitizer and use it before and after signing the child in/out and passing a child that cannot walk on their own to the teacher.
- As a daily best practice, it is recommended to document and track all known incidents of possible exposure to COVID-19. If needed, use a second health observation page.

Drop Off Procedure

1. Parents should report to their child's designated pick up/drop off area outside their child's classroom. Parents should be spaced apart 6 feet from each other in their designated classroom area. Teachers accepting children will wait outside for families to arrive. Families will be approached using a "first come first serve" basis maintaining a 6 feet distance.
2. Each classroom will have a clipboard with a daily health observation log for each child on it.
3. Staff will ask the family the following questions (See Daily Health Check Form):

   a. Is your child feeling sick today? IF YES: Is there a behavior? - lethargic, poor appetite, itching, unusually cranky etc. Coughing, fever, sore throat? Were medications used to lower temperature?
   b. Has the child had contact with anyone that is sick?
   c. Has anyone in your household been sick at all in the last few days?
   d. Has your family travelled outside of the Bay Area?
4. Dismiss children, staff, parents and guardians from sites if they are showing symptoms of COVID-19 or have been in contact with someone with COVID-19 in the last 14 days.
5. If the family answers **No** to all questions, ask the parent to take their child's temperature (forehead, ear or orally) - taken with the parent's own thermometer or staff takes temperature of child with contactless thermometer. Child's temperature must be below 100.4 degrees for entry.
6. Do health observation from a distance, document temperature and health observation on the health observation log inside the folder.
7. If a child passes screening questions and health check, accept the child.
8. Direct parent to sign the Attendance Record. Step away from parent when they are signing in/out.
9. After taking the child inside, the teacher (if you have touched the parent or child) and child should wash hands with soap and water immediately.
10. Give a child to an accepting teacher in the classroom, then go out to accept another family. Only accept children in your designated classroom/caregiving group.

Pick Up Procedure

1. Parents need to pick up at the designated drop off/pick up area outside their child's classroom. Parents should be spaced apart 6 feet from each other in their designated classroom area.
2. Parents need to call the center to communicate that they need to pick up early.
3. Teacher who is in charge of releasing the child will have the child wash their hands, and the teacher (if you have touched the parent or child) needs to wash their hands as well.
4. Child takes belongings from the cubby.
5. Take the child and the Attendance Record to the designated pick up area.
6. Direct parent to sign the Attendance Record. Step away from parent when they are signing out.
7. Wash hands before releasing another child.

Monitoring Children for Illness

- Monitor children throughout the day for any signs of possible illness.
- If a child exhibits signs of illness, notify the caregiver immediately **to pick up the child within an hour of being called.**
- Put a mask on the child and isolate the child in the preschool office, 6 feet away from staff, windows should be open for ventilation.
- Implement and enforce strict handwashing guidelines for all staff and children.
- Post signs in restrooms and near sinks that convey proper handwashing techniques.

Returning to a Child Care Facility After Suspected COVID-19 Symptoms

Symptomatic staff and children should self-isolate and not return to the facility until 7 days after symptom onset OR 72 hours after their fever is gone and initial symptoms have improved, whichever is longer. Symptomatic staff and children can also return to school with proof of a negative Covid-19 test and 3 days after all symptoms have been gone.

Exposure to a Known Case of COVID-19 (With or Without Symptoms)

Anyone (staff, student, family member) who has had close contact (in the same household/house, spent 15 minutes or more with the person less than 6 feet apart or in unventilated space) with someone with COVID-19 should stay home for 14 days after their last exposure to that person. During this time of quarantine, the person should wear a mask and stay in the same space/room in the house. Other members of the household should wear a mask to prevent the virus from spreading in the household.

Please contact school administration.

Anyone who has had close contact with someone with COVID-19 and has symptoms should contact their health care provider.

Close contacts (in the same household/house, spent 15 minutes or more with the person less than 6 feet apart or in unventilated space) of someone with COVID-19 will need to be quarantined for 14 days even if they test negative for the virus.

Secondary Exposure

Children/staff who had secondary exposure through a close contact will stay home until we have the test result of the child/staff who is a close contact with someone who has tested positive. If the child who is a close contact tests positive, the school will require all students, staff, and their families in that class to get tested for COVID-19. School will try its best to provide virtual learning for this group of children.

FOOD SAFETY

Food and Feeding Options

Currently, no evidence suggests food is associated with the transmission of the coronavirus. Unlike foodborne viruses such as norovirus and hepatitis A, which often spread through contaminated food, coronavirus is a virus that causes respiratory illness. Foodborne transmission is not expected. That being said, individuals handling food should continue to practice standard food safety hygiene practices, including washing hands often with soap and water for at least 20 seconds and staying home when sick. Food handlers should increase the frequency of cleaning and sanitizing per CDC Environmental Cleaning and Disinfection guidance of all hard surfaces, including tables and countertops that are being utilized by employees for food preparation. Have employees (not children) handle utensils and serve food to reduce spread of germs.

Utensils and Plates

Do not share dishes, drinking glasses, cups, eating utensils. Wash all tableware and utensils by using soap and water and dipping in a bleach solution then air-drying.

Here are some additional items to take into consideration for food safety:

- Keep food covered to avoid contamination.
- Classes eat in their own classroom.
- Arrange tables and chairs to allow for social distancing.
- Utilize more tables to spread children out or use name cards to ensure adequate spacing of children.
- Ensure tables *and* chairs are sanitized before and after meals.
- Require thorough hand washing (20 seconds with warm water and soap) for children (and adults alike) prior to eating and after eating.

Cleaning and Disinfecting Considerations

Staff cleaning should follow the disinfectant manufacturer's instructions:

- Use the proper concentration of disinfectant.
- Maintain the disinfectant for the required wet contact time.
- Follow the product label hazard warnings and instructions for personal protective equipment(PPE) such as gloves, eye protection, and adequate ventilation.
- Use disinfectants in a well-ventilated space. Extensive use of disinfectant products should be done when children are not present and the facility thoroughly aired out before children return.
- Child care facilities must have a Safety Data Sheet (SDS) for each chemical used in the facility.
- Parents and staff should not supply disinfectants and sanitizers.

Interactions with Children

It is important to comfort crying, sad, and/or anxious infants and toddlers, and they often need to be held. When washing, feeding, or holding very young children:

- Child care providers should protect themselves by wearing an over-large button-down, long sleeved shirt. Wear a new button down or scrub top every day. Take off your outer layer before getting in your car to drive home. Put it in a bag to launder.
- Change clothes when soiled or after comforting a child where secretions may have transferred onto your clothes. Bring a change of clothes to work.
- Wear long hair up off the collar in a ponytail or other updo.
- Teachers should wash their hands, neck, and anywhere touched by a child's secretions.
- Change the child's clothes if secretions are on the child's clothes. Parents should bring a change of clothes for their children, keep it in a labeled plastic bag in the child's cubby.
- Contaminated clothes should be placed in a plastic bag, labeled with the child's name, and placed outside at the drop off/pick up area for the caregiver to pick up.

Cleaning

Cleaning, Sanitizing and Disinfecting Defined:

Cleaning refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore any risk of spreading infection. First, clean the surfaces, removing any contaminants, dust, or debris. You can do this by wiping them with soapy water (or a cleaning spray) and a hand towel or disposable paper towel. Then apply a surface-appropriate disinfectant. The quickest and easiest way to do this is with disinfecting wipes or disinfectant spray.

What product to use? Use "Method" brand cleaning solution to spray surfaces. Then use a paper towel to rinse and wipe away any residue that is remaining. If a cloth was used to clean the area, place in the laundry after use and do not use again before being washed. High frequency touch areas should be sanitized every hour if possible, if not then as frequent as possible during the day.

- Clean/sanitize only when children are not in the vicinity to reduce the risk of their exposure to the cleaning chemicals.
- Clean/sanitize toys more frequently, preferably after the children move on to a new activity, or before another group of children play with the toys.
- Remove toys that are not easily cleaned like stuffed animals, toys with cloth, pillows, etc.
- Rotate toys out so that they can be cleaned frequently.
- Clean the area once children are moved from the area, especially if a new group of children is going to use that same area.
- Designate a tub for toys that need to be cleaned and disinfected after use.
- Have multiple toys and manipulatives accessible that are easy to clean and sanitize throughout the day.
- Limit the amount of sharing.
- Offer more opportunities for individual play and solo activities, such as fine motor activities (i.e., drawing, coloring, cutting, puzzles, and other manipulatives).
- Plan activities that do not require close physical contact between multiple children.
- Stagger indoor and outdoor play and adjust schedules to reduce the number of children in the same area.

***All table tops, counter tops, door handles, and faucet handles are to be disinfected hourly or whenever soiled.

Sanitizing is reducing the amount of germs or viruses on the surface of an object to a safe level by either cleaning or disinfecting the surfaces or objects. You can sanitize by cleaning or disinfecting the surfaces. Remember, sanitize means that the amount of the germs is at a safe level, not that the germs are completely gone or killed.

Disinfecting uses chemicals to kill germs and viruses on surfaces. It does not mean that it removes dirt or germs, it just means that it kills the germs or viruses on the surface or object.

Follow the manufacturer's instructions for all cleaning and disinfection products for concentration, application method and contact time. If using wipes, pay attention to the directions on the label, as it will state how long the surface must remain wet to be effective.

Note: keeping the surface wet may require several applications.

Playgrounds

Consider having the children play in areas that are less likely to be contaminated and areas where children can spread out and maintain social distancing while maintaining active supervision. Outdoor play time should be structured in a way that minimizes the mixing of student/teacher groups - children should not be allowed to play with children from other classrooms, and must be 6 feet apart from other groups. Playground equipment must be sanitized between group use. Pay special attention to high touch areas like bicycle handles and handrails.

Carpets

Disinfecting carpets is not necessary or recommended for respiratory viruses. Viruses do not live long on soft surfaces. Thorough vacuuming with HEPA filter equipped vacuums will help remove dust and particles. If there is blood, urine, feces, or vomit, staff should thoroughly clean and disinfect carpets with appropriate chemicals.

Ventilation

Ventilation is an important part of maintaining good indoor air quality. To ensure adequate ventilation air out facilities by opening windows and doors before and after children are present.

Shared Hands-On Teaching Materials

These items need to be cleaned at the end of the day. Soap and water is the first step. Some items could then be sanitized. Minimize the potential for the spread of germs in the program space by temporarily removing toys that are not easily cleanable (such as stuffed animals, pillows, sensory table, water table, playdough - ok if individualized) and rotate the toys that are out at any one time so that they can be adequately cleaned and sanitized.

Bathrooms

- Sanitize the sink handles and toilet handles before and after each child's use.
- Teach children to use a tissue when using the handle to flush the toilet.
- Wash hands for 20 seconds and use paper towels to dry hands thoroughly.

Toys and Other Equipment

Individual toys should be used, discontinue games or play that encourages the use of shared toys or equipment - balls, card games, board games, or puzzles. Ask parents to bring a pencil box or bag and supplies. Label the box or bag with the child's name. Toys with hard surfaces that are easily wiped down and clean are preferred. Soft materials, such as clothes or plush stuffed animals should be avoided. Avoid games that require close contact and/or touching. Shared experiences, such as water play tables or sandboxes, should not be used.

Once a child has finished playing with the toy, it should be taken out of service for cleaning. Keep a designated bin for separating mouthed toys and maintain awareness of children's behaviors. When a child is done with a mouthed toy, remove it, place it in a toy bin that is inaccessible to other children, and wash hands. Clean and disinfect toys before returning to the children's area. In addition, clean and sanitize all toys at the end of the day.

Shoes

Shoes will be sprayed with disinfectant and wiped on doormat before entering classrooms.

Napping Needs

- Cots will be labeled with the child's name.
- Cots will be sanitized after nap daily.
- Cot sheets will not be used.
- A small blanket is allowed from home. This blanket will be stored in a plastic bag after nap and placed in the child's cubby.

- The blanket goes home on Friday or the last day of each week to be laundered and dried in hot temperature.

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Classroom Cleaning Checklist Week of: _____

Time	Task	M	T	W	TH	F
7:30am - 8:30am Morning Clean Up	Make bleach solution					
	Open windows to air out room					
	Clean, sanitize, disinfect (doorknobs, light switches, window handles, stools/steppers, sink, countertops & tables, faucet handle, sign in table, sign in pens)					
	Clean, sanitize, disinfect toys (if any)					
9:00am - 9:30am Morning Snack	Set up / Clean up					
	Clean, sanitize, disinfect tables before / after					
	Wipe children lunch box before open and distribution					
	Sweep Floor					
11:30am - 12:15pm Lunch	Set up / Clean up					
	Clean, sanitize, disinfect tables before / after					
	Wipe children lunch box before open and distribution					
	Sweep floor / mop					
1:00pm - 3:00pm Nap	Clean, sanitize, disinfect tables before / after (if needed)					
	Sweep / mop from lunch (if needed)					
	Clean, sanitize, disinfect toy (if needed)					
	Clean, sanitize, disinfect any items from morning use					
2:30pm - 3:00pm Wake Up Time	Clean, sanitize, disinfect each cot before re-stacking					
	Put blanket back to big zip lock bag					
3:00pm - 4:00pm Afternoon Snack	Set up / Clean up					
	Clean, sanitize, disinfect tables before / after					
	Sweep floor					
	Clean, sanitize, disinfect chairs					
4:30pm - 5:00pm Closing	Place toys in dirty bin (if any)					
	Close windows / Turn off lights / Lock doors					

**bathroom cleaning can be rotated between the lower classrooms 5, 6, 7, & 8
**bathroom cleaning can be rotated between the upper classrooms 9, 10, 11 & 12

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Cleaning / Sanitizing / Disinfecting Reference

Week of: _____

Area	Clean	Sanitize	Disinfect	Frequency	Staff Assigned
Countertops & table tops	x	x		Hourly, before & after each use, and whenever soiled	
Refrigerator	x			Bi-weekly	
Food preparation & service surfaces	x	x		Before & after food activity; between prep of raw/cooked foods. Use a sanitizer safe for food contact.	
Blankets	x	x		Mondays and Thursdays. Wash in warm water, dry in high heat at home	
Napping cots			x	Daily after each use or soiled	
Toys	x	x		After each use	
Playground equipment (handles, railings, toys that have been used)	x	x		Before and after use by each play group	
Drinking fountains (in the classroom)	x		x	Daily, or sooner if soiled (only use by teacher)	
Computer Keyboards	x	x		Hourly and after each use	
Classroom Phone	x		x	After each use	
Floors	x			Sweep/vacuum daily, especially after meals. (Consider microfiber damp mop to pick up most particles)	
Handwashing sinks & faucets	x		x	Daily	

Handwashing sink handles, chairs	x	x		Before and after each use	
Bathroom/Sink countertops	x		x	Daily	
Bathroom sink handles	x		x	Daily	
toilets	x		x	Daily	
Bathroom floors	x		x	Daily	
Turtle tank	x		x	Daily	

In addition to the above information, the following High-Touch surfaces should be disinfected every hour (including items and surfaces found in staff areas):

- Water jug handle
- Soap dispensers
- Cabinet handles
- Phones
- Light switches
- Door handles
- Tabletops and countertops
- Computer keyboard and mouse

Guidelines adapted from Community Action Partnership of San Luis Obispo.

HOPE LUTHERAN DAY SCHOOL
A MINISTRY OF HOPE LUTHERAN CHURCH

Daily Health Observation Checklist and Temperature Log

Questions to ask when receiving a child:

1. Is your child feeling sick today?
   a. If YES: Is there a behavior? -lethargic, poor appetite,itching, unusually cranky etc.
   b. Is there coughing, fever? Were medications used to lower temperature?
2. Has he/she had contact with anyone who is sick?
3. Has anyone in your household been sick at all in the past few days?
4. Take temperature (forehead or ear)- must be below 100.4 degrees for entry
5. Does your child have a rash on their feet and toes?
6. Has your child or a family member traveled out of the area or a family member/guest visiting from another region, state, or county?

*Thermometer MUST be cleaned between use- alcohol wipe unless is a contactless

Daily Health Observation Guide:

1. General Appearance: Extreme weight change, fatigue/lethargic, skin color (flushed or pale), clinginess, change in behavior (suddenly combative, too quiet, too sad,terrified, limping), unusual facial expression, bruising, cuts or scratches on face/body/extremities.
2. Eyes: Redness, tearing, puffiness, coordinated eye movement, sensitivity to light, squinting, rubbing, styes, sores, or discharge.
3. Ears: Drainage, frequent earaches, bewildered looks or inappropriate response,lack of response.
4. Nose and Mouth: Nose appears runny, sneezing, frequent nose bleeds, rubbing or congestion. Mouth appears to be red, has spots or sores, or the child has a sore throat.
5. Chest and Abdomen: Watch for rattles, wheezing, labored breathing, shortness of breath, or coughing. Abdominal symptoms such as; stomachache, diarrhea,vomiting.
6. Skin: Color, rashes (document diaper rash)

Date																								
Code																								
Temperature																								
Initials																								

Codes: ✓ = okay
X = something wrong

Reviewed by: _____
Teacher

If marked “x” explain: (be sure to date each explanation.)

_____

_____

_____

_____

_____

_____

_____

_____

Child’s Name: _____ Month/Year: _____

HOPE LUTHERAN DAY SCHOOL

A MINISTRY OF HOPE LUTHERAN CHURCH

Morning Playground Schedule

Mon, Wed, Fri	
Yellow Building	
9:00am - 9:40am	Bunnies
10:00am - 10:40am	Owls
11:00am - 11:40am	Lemurs
Forest	
9:00am - 9:40am	Colts
10:00am - 10:40am	Ducklings
11:00am - 11:40am	Alligators
Jungle	
9:00am - 9:40am	Bears
10:00am - 10:40am	Dolphins
11:00am - 11:40am	Penguins

Tue, Thurs	
Yellow Building	
9:00am - 9:40am	Colts
10:00am - 10:40am	Ducklings
11:00am - 11:40am	Alligators
Forest	
9:00am - 9:40am	Bears
10:00am - 10:40am	Dolphins (Tue) / Owls (Thurs)
11:00am - 11:40am	Penguins
Jungle	
9:00am - 9:40am	Bunnies
10:00am - 10:40am	Owls (Tue) / Dolphins (Thurs)
11:00am - 11:40am	Lemurs

Afternoon Playground Schedule

Area	Time	Mon	Tue	Wed	Thurs	Fri
Yellow Building	3:15 - 3:45pm	Bears	Alligators	Bears	Alligators	Bunnies
	4:00 - 4:30pm	Ducklings	Ducklings	Ducklings	Ducklings	Ducklings
Forest	3:15 - 3:45pm	Bunnies	Bears	Colts	Bunnies	Colts
	4:00 - 4:30pm	Lemurs	Owls	Penguins	Dolphins	Lemurs
Jungle	3:15 - 3:45pm	Colts	Bunnies	Alligators	Colts	Bears
	4:00 - 4:30pm	Dolphins	Penguins	Owls	Lemurs	Dolphins
Black Top	3:15 - 3:45pm	Alligators	Colts	Bunnies	Bears	Alligators
	4:00 - 4:30pm	Penguins	Dolphins	Lemurs	Owls	Penguins
Garden	4:00 - 4:30pm	Owls	Lemurs	Dolphins	Penguins	Owls

HOPE LUTHERAN DAY SCHOOL
A MINISTRY OF HOPE LUTHERAN CHURCH

3's Bathroom Schedule

Before morning snack:

8:30am	Colts
8:45am	Bunnies
9:00am	Dolphins
9:30am	Owls

After morning playground:

10:00am	Colts & Bunnies
10:40am	Dolphins & Owls

***If multiple classes are using the bathroom at the same time.**
If you were playing at the **Jungle playground**, use the **downstairs bathroom**.
If you were playing at the **Forest playground**, please use the **Parish hall bathroom**.
If you were playing at the Yellow Building, please use the bathroom there.

Before lunch:	**Before naptime:**	**Wake up time:**	**After Outdoor Play in the afternoon:**
11:00am - Colts	12:00pm - Colts	2:30pm - Colts	3:45 - Colts & Bunnies
11:15am - Bunnies	12:15pm - Bunnies	2:45pm - Bunnies	4:30 - Dolphins & Owls
11:30am - Dolphins	12:30pm - Dolphins	3:00pm - Dolphins	
11:45am - Owls	12:45pm - Owls	3:15pm - Owls	

***If multiple classes are using the bathroom at the same time.**
If you were playing at the **Jungle playground**, use the **downstairs bathroom**.
If you were playing at the **Forest playground**, please use the **Parish hall bathroom**.
If you were playing at the Yellow Building, please use the bathroom there.

HOPE LUTHERAN DAY SCHOOL
A MINISTRY OF HOPE LUTHERAN CHURCH

Pre-K & TK Bathroom Schedule

Before morning snack:	After snack outdoor play (Bears only):	Before lunch/outdoor play:
8:30am - Bears	9:40am	11:30am - Bears (upstairs bathroom)
8:45am - Alligators		11:40am - Penguins, Alligators, and Lemurs
9:00am - Penguins		
9:15am - Lemurs		

***If multiple classes are using the bathroom at the same time.**
If you were playing at the **Jungle playground**, use the **upstairs bathroom**.
If you were playing at the **Forest playground**, please use the **Parish hall bathroom**.
If you were playing at the Yellow Building, please use the bathroom there.

Before naptime:	Wake up time:	After Outdoor Play in the afternoon:
12:15pm - Bears	2:30pm - Bears	3:45pm - Bears & Alligators
12:30pm - Alligators	2:45pm - Alligators	4:30pm - Penguins & Lemurs
12:45pm - Penguins	3:00pm - Penguins	
1:00pmm - Lemurs	3:15pm - Lemurs	

***If multiple classes are using the bathroom at the same time.**
If you were playing at the **Jungle playground**, use the **upstairs bathroom**.
If you were playing at the **Forest playground**, please use the **Parish hall bathroom**.
If you were playing at the Yellow Building, please use the bathroom there.

Acknowledgement of Receipt

We have reviewed the above ReOpen Guidelines. Our family will abide by the guidelines to limit exposure of Covid-19. This includes taking our child's temperature in the morning before we leave for school, keeping ill (fever, runny nose, cough, shortness of breath, vomiting, diarrhea, rash on feet or toes etc.) child home, respecting social distance, and notifying school should anyone in our family test positive for Covid-19 or anyone in our family be exposed to someone with confirmed Covid-19. We have also been provided information on Covid-19, including its symptoms and how it is spread and prevented.

_____	_____
Parent/Guardian Name	Parent/Guardian Name
_____	_____
Parent/Guardian Signature	Parent/Guardian Signature
_____	_____
Date	Date

WAIVER, RELEASE, AND AGREEMENT NOT TO SUE OF LIABILITY RELATING TO CORONAVIRUS/COVID-19 (“AGREEMENT”)

The current epidemic of the Coronavirus (hereafter as “COVID-19”) is reported to be contagious and evolving. The virus is believed to spread from person-to-person contact, by contact with contaminated surfaces and objects, and even possibly in the air. People reportedly can be infected and show no symptoms and can still spread the virus. The exact methods of spread and contraction are unknown, and there is still no treatment, cure, or vaccine for COVID-19. Evidence has shown that COVID-19 can cause serious and potentially life-threatening illnesses and even death.

Hope Lutheran Church and School (hereafter as “Hope”) cannot prevent you, or your child(ren), from becoming exposed to, contracting, or spreading COVID-19 while using Hope’s services, facilities, or premises. It is not possible to prevent against the presence of the virus. Therefore, if you choose to utilize Hope’s services and/or enter onto Hope’s premises, you may be exposing yourself to and/or increasing your risk of contracting or spreading COVID-19.

We, _____ and _____ (FULL NAMES), have read and understood the above warning concerning COVID-19, and fully understand that our child’s (name)_____ participation in Hope’s childcare, preschool, camps, and classes (hereinafter as “program") exposes us to the risk of personal injury, death, communicable diseases, illnesses, viruses, or property damage. We hereby acknowledge that we are voluntarily participating in this program and agree to assume any such risks.

We hereby forever release, discharge and agree not to sue Hope for any injury, death or damage to or loss of personal property arising out of, or in connection with, our participation in Hope’s programs, from whatever cause, including the active or passive negligence of Hope, its owners, officers, directors, managers, officials, trustees, agents, employees, other representatives, or any other participants in the program with exposure, infection, and/or spread of COVID-19 related to utilizing Hope’s services and premises. We understand that this waiver means we give up our rights to bring any claims whether known or unknown, foreseen or unforeseen.

In consideration for being permitted to participate in the above-mentioned activity, we hereby agree, for ourselves, our heirs, administrators, executors and assignees, that we shall indemnify Hope from any and all claims, demands actions or suits arising out of or in connection with our participation in the above listed program.

We understand and agree that the law of the State of California will apply.

WE HAVE CAREFULLY READ AND FULLY UNDERSTAND ALL THE PROVISIONS OF THIS RELEASE AND AGREEMENT NOT TO SUE. WE ARE AWARE THAT IT IS A FULL RELEASE OF ALL LIABILITY AND WE KNOWINGLY ASSUME THE RISK, WAIVE OUR RIGHTS CONCERNING LIABILITY AS DESCRIBED ABOVE, AND SIGN IT ON OUR OWN FREE WILL.

Dated: _____/_____/ 2021

_____
SIGNATURE OF PARENT OR GUARDIAN

Dated: _____/_____/ 2021

_____
SIGNATURE OF PARENT OR GUARDIAN

We, _____and _____, declare under penalty of perjury under the laws of the State of California that we are the parent or legal guardian of the child. We further declare that we shall indemnify and hold harmless Hope from and against any and all claims resulting from, incident to, or arising out of my child's participation in the program, any and all risks assumed by our child and we above, and/or the breach of any promises, covenants, and/or representations made by me herein and/or in the above Release.

Dated: _____/_____/ 2021

_____
SIGNATURE OF PARENT OR GUARDIAN

_____
PRINTED NAME OF PARENT OR GUARDIAN

Dated: _____/_____/ 2021

_____
SIGNATURE OF PARENT OR GUARDIAN

_____
PRINTED NAME OF PARENT OR GUARDIAN