



St. Stephen Preschool Reopening and Infection Mitigation Plan
Archdiocese of San Francisco
July 28, 2020

The Archdiocese of San Francisco's Elementary Preschool Task Force has developed a template based on the Best Practices listed in the Directive of the Health Officer of the City and County of San Francisco Regarding Required Best Practices for Childcare Providers and the Department of Catholic Schools Re-opening and School Infection Mitigation Plans.

The Archdiocese of San Francisco guidance below is informed by local County, State, and CDC guidelines. Catholic schools in the Archdiocese of San Francisco will follow all County health and safety guidelines. If no County guidelines exist, then schools will follow State guidelines. If no State or County guidelines exist, then schools will follow the CDC guidelines.

The purpose of the practices outlined in the plan are to mitigate against the spreading of disease and to ensure the safety of the children, staff and parents of the preschools of the Archdiocese of San Francisco.

Included with the template is a copy of the checklist which Child Care Licensing asks all preschools to complete.

Preschool name: St. Stephen Preschool

Facility Address: 473 Eucalyptus Drive San Francisco, CA 94132

You may contact the following person with any questions or comments about this protocol:

Name: Katie Siddiqui **Email / Phone:** preschool@sfststephenschool.org (415) 682-2142

Complete each subsection with a description of how the preschool plans to comply. The pre-school should provide details, such as explaining where items are posted, how it educates Personnel, or how it does other things that are required. If an item does not apply, the preschool may write “N/A” or “none” or “does not apply” and also provide any relevant information to explain why an item is inapplicable if there is any potential for confusion.

1. Section 1 – Signage and Education:

- 1.1.** Post a copy of the [social distancing protocol](#) at each public entrance to the facility or location.

St. Stephen Preschool’s social distancing protocol will be posted at our front and back door entrances.

- 1.2.** Post a copy of the Health and Safety Plan at each public entrance to the facility or location.

St. Stephen Preschool’s health and safety plan will be posted at our front and back door entrances. The plan will include:

- *Health Screening Protocol*
- *Social Distancing Protocol*
- *Face Coverings Protocol*
- *Sneeze, Cough Protocol*
- *Handwashing Protocol*
- *Cleaning and Sanitizing Measuring*
- *Notification Process*

- 1.3.** Distribute to all Personnel copies of the Social Distancing Protocol and the Health and Safety Plan (or a summary of each item with information on how copies may be obtained) and any educational materials required by the Health and Safety Plan.

This will be given to Staff via email and during training before the School year begins.

- 1.4. Create and implement an education plan for all Personnel covering all items required in the Social Distancing Protocol and the Health and Safety Plan that apply to them.

Staff will participate in training that includes the review of the Social Distancing Protocol and the Health and Safety Plan, as well as information from the SF Quality Connections training, “Caring for Children in Group Care During COVID-19”. Staff will also complete the required DPR, Integrated Germ Management online training and have a completion certificate on file.

- 1.5. Update the Health and Safety Plan as appropriate while the Directive is in effect.

St. Stephen Preschool will stay updated through CDSS Pins and with our assigned Analyst, with San Francisco and California ordinances, as well as San Francisco Archdiocesan Guidelines. We are monitoring these sites.

- <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>
- <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-child-care.html>
- <https://sf.gov/resource/covidchildcare>
- <https://www.cdss.ca.gov/inforesources/community-care-licensing>
- <https://www.sfchcp.org/wp-content/uploads/2020/06/EN-Risk-Acknowledgment-Stand-Alone-Form.pdf>
- <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html#confirmed-case>

2. Section 2 – Requirement Regarding Personnel:

- 2.1. Instruct all Personnel orally and in writing not to come to work or the facility if they are sick.

The entire staff will be instructed both orally and in writing not to come to work if they are sick or unwell and will be informed of available testing options in the event of potential illness. Staff will be provided with information about available testing sites in SF and will be given the San Francisco Department of Public Health instructions regarding isolation and quarantine steps and COVID-19 guidelines and instructions.

- **Testing:** <https://www.sfchcp.org/wp-content/uploads/2020/04/GetTestedSF-Eng-052920.pdf>
- <https://sf.gov/find-out-how-get-tested-coronavirus>
- <https://www.sfchcp.org/wp-content/uploads/2020/07/COVID19-Updated-Advisory-Testing-07-19-20.pdf>

- *Prevent the Spread:* <https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf>
- *Isolation and Quarantine:* <https://sf.gov/isolating-home-when-you-have-covid-19>

- 2.2. Provide a copy of the attachment to this Exhibit, titled “Handout for Personnel (Employees, Contractors, Volunteers) of Essential Business and Other Businesses Permitted To Operate facility or location in hardcopy format or electronically. PDF and translated versions of the Attachment can be found online [here](#)(open the “Businesses and Employers” area of the “Information and Guidance for the Public” section). If the Attachment is updated, provide an updated copy to all Personnel.

This attachment will be emailed to the Staff before our training. Copies will be available as well during the Teacher In-Service before School begins. Staff will be required to initial that they received and read them and will be kept on file.

- 2.3. Review the criteria listed in Part 1 of the Attachment on a daily basis with all Personnel in the City who regularly work at the facility or location before each person enters work spaces or begins a shift. Instruct any Personnel who answered yes to any question in Part 1 of the Attachment to return home or not come to work and follow the directions on the Attachment.

Staff will have copies, there will be a printed and laminated copy for employees to read and answer every morning when they come in as well as get a temperature screening and a visual wellness check.

- 2.4. Instruct Personnel who stayed home or who went home based on the criteria listed on the Attachment that they must follow the criteria as well as any applicable requirements from the quarantine and isolation directives (available online at www.sfdph.org/dph/alerts/coronavirus-healthorders.asp) before returning to work. If they are required to self-quarantine or self-isolate, they may only return to work after they have completed self-quarantine or self-isolation. If they test negative for the virus (no virus found), they may only return to work after waiting for the amount of time listed on the Attachment after their symptoms have resolved. Personnel are not required to provide a medical clearance letter in order to return to work as long as they have met the requirements outlined on [the Attachment](#).

All staff will have a copy of the directives and will be instructed to follow procedure.

- <https://sf.gov/isolating-home-when-you-have-covid-19>

- 2.5. In the coming weeks the Department of Public Health may issue guidelines requiring Childcare Providers and other permitted businesses to comply with COVID-19 testing requirements for employers and businesses. Periodically, check the following website for any testing requirements for employers and businesses: www.sfcdcp.org/covid19. If requirements are added, ensure that the Health and Safety Plan is updated and that the Childcare Provider and all Personnel comply with testing requirements.

St. Stephen Preschool will follow these directives and requirements as they become available.

- *Testing Sites:* <https://www.sfcdcp.org/wp-content/uploads/2020/04/GetTestedSF-Eng-052920.pdf>

- *Priorities for Testing:*
https://www.sfchcp.org/wp-content/uploads/2020/07/COVID19-Updated_Advisory_Testing_07.23.2020.pdf

- 2.6. If an employee or other Personnel tests positive for COVID-19, follow the guidance on “Business guidance if a staff member tests positive for COVID-19,” available online at sf.gov/business-guidance-if-staff-member-tests-positive-covid-19.

The staff will be informed of the guidelines, and the handout will be printed, laminated, and on display for reference. In the event that a staff member tests positive for COVID-19, guidance linked above will be followed appropriately.

- 2.7. Provide Face Coverings for all Personnel, with instructions that they must wear Face Coverings at all times when at work, as further set forth in the Face Covering Order. A sample sign is available online [here](#) (open the “Schools, Childcare, and Youth Programs” area of the “Information and Guidance for the Public” section). Allow Personnel to bring their own Face Covering if they bring one that has been cleaned prior to the shift. In general, people should have multiple Face Coverings (whether reusable or disposable) to ensure they use a clean one each day.

Each staff will be provided with 5 reusable, washable face coverings. Teachers will be instructed on best practices for wearing and removing a mask, CDC recommended mask cleaning procedures, and instructed to wear their mask at all times apart from eating (staggered times and locations). Staff are responsible for washing their own face coverings and allowed to use their own as long as it is cleaned prior to their shift. Disposable masks will be available should a parent or teacher need one, but ask that employees have at least 1 clean Face Covering for each day of the week.

- *Policy:*
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>
- *Mask Requirement:*<https://www.sfdph.org/dph/alerts/files/Order-C19-12-Face-Coverings.pdf>
- *Face Covering Signage:*
<https://www.sfchcp.org/wp-content/uploads/2020/07/Children-Face-Covering-Flyer-7.24.2020-RF-JL-4.pdf>
- *Instruction for Use:*
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>
- *How to launder:*
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html>

- 2.8. Provide a sink with soap, water, and paper towels for handwashing, for all Personnel working onsite at the facility or location. Require that all Personnel wash hands at least at the start and end of each shift, after sneezing, coughing, eating, drinking, using the restroom, helping a child use the restroom, changing a child’s diaper or soiled clothes, when changing tasks, and frequently

during each shift.

*There are two bathrooms in the classroom with one sink in each bathroom, one sink in the kitchen, and one sink in the Extended Care Bathroom.
Extra hand washing supplies (paper towels, soap) will be easily accessible and stocked.*

Staff will be instructed to wash hands :

- *Upon arrival*
- *After using the restroom*
- *Before and after eating*
- *After coming inside from outdoor play*
- *Before and after helping children with snack and lunch*
- *Before and after preparing food*
- *After blowing their nose, coughing, or sneezing or helping a child do so*
- *After touching garbage*
- *Before and after treating a cut/scrape/wound*
- *After handling their face covering/a child's face covering*
- *With soap and water, for at least 20 seconds, with proper hand washing technique*
 - *Policy:* <https://www.cdc.gov/handwashing/when-how-handwashing.html>
 - *Poster:* <https://www.cdc.gov/handwashing/pdf/wash-your-hands-poster-english-508.pdf>

- 2.9.** Provide hand sanitizer effective against COVID-19 throughout the facility or location for Personnel. Keep hand sanitizer out of the reach of young children, and supervise use. If sanitizer cannot be obtained, a handwashing station with soap, water, and paper towels will suffice for Personnel who are on-site at the Childcare Provider. Information on hand sanitizer, including sanitizer effective against COVID-19 and how to obtain sanitizer, is available online from the Food and Drug Administration here:
<https://www.fda.gov/drugs/information-drug-class/qa-consumers-hand-sanitizers-and-covid-19>.

There will be at least one hand sanitizer in each space, plus one handwashing station for each space. Hand sanitizer will be kept out of children's sight and reach and a teacher will supervise the child when using it to ensure proper application and drying. There will be one at each check-in/check out station.

- 2.10.** Review the criteria listed in Part 1 of the Attachment on a daily basis with all Personnel in the City who regularly work at the facility or location before each person enters work spaces or begins a shift. Instruct any Personnel who answered yes to any question in Part 1 of the Attachment to return home or not come to work and follow the directions on the Attachment.

See 2.3

- 2.11.** Instruct Personnel who stayed home or who went home based on the criteria listed on the Attachment that they must follow the criteria as well as any applicable requirements from the quarantine and isolation directives (available online at www.sfdph.org/dph/alerts/coronavirus-healthorders.asp) before returning to work. If they are required to self-quarantine or self-isolate, they may only return to work after they have completed self-quarantine or self-isolation. If they test negative for the virus (no virus found), they may only return to work after waiting for the

amount of time listed on the Attachment after their symptoms have resolved. Personnel are not required to provide a medical clearance letter in order to return to work as long as they have met the requirements outlined on the Attachment.

See 2.4

2.12. In the coming weeks the Department of Public Health may issue guidelines requiring Childcare Providers and other permitted businesses to comply with COVID-19 testing requirements for employers and businesses. Periodically, check the following website for any testing requirements for employers and businesses: www.sfchcp.org/covid19. If requirements are added, ensure that the Health and Safety Plan is updated and that the Childcare Provider and all Personnel comply with testing requirements.

See 2.5

2.13. If an employee or other Personnel tests positive for COVID-19, follow the guidance on “Business guidance if a staff member tests positive for COVID-19,” available online at sf.gov/business-guidance-if-staff-member-tests-positive-covid-19.

See 2.6

2.14. Provide Face Coverings for all Personnel, with instructions that they must wear Face Coverings at all times when at work, as further set forth in the Face Covering Order. A sample sign is available online [here](#) (open the “Schools, Childcare, and Youth Programs” area of the “Information and Guidance for the Public” section). Allow Personnel to bring their own Face Covering if they bring one that has been cleaned prior to the shift. In general, people should have multiple Face Coverings (whether reusable or disposable) to ensure they use a clean one each day.

See 2.7

2.15. Provide a sink with soap, water, and paper towels for handwashing, for all Personnel working onsite at the facility or location. Require that all Personnel wash hands at least at the start and end of each shift, after sneezing, coughing, eating, drinking, using the restroom, helping a child use the restroom, changing a child’s diaper or soiled clothes, when changing tasks, and frequently during each shift.

See 2.8

2.16. Provide hand sanitizer effective against COVID-19 throughout the facility or location for Personnel. Keep hand sanitizer out of the reach of young children, and supervise use. If sanitizer cannot be obtained, a handwashing station with soap, water, and paper towels will suffice for Personnel who are on-site at the Childcare Provider. Information on hand sanitizer, including sanitizer effective against COVID-19 and how to obtain sanitizer, is available online from the Food and Drug Administration here: <https://www.fda.gov/drugs/information-drug-class/qa-consumers-hand-sanitizers-and-covid-19>.

See 2.9

2.17. Frequently disinfect any break rooms, bathrooms, and other common areas throughout the day.

Throughout each day of operation, the Staff will frequently clean surfaces and objects which are regularly touched. This includes light switches, classroom sink handles, countertops, toilets, chairs, and cubbies.

Cleaning will be done with soap and water mixture, and disinfecting and sanitizing will be completed with proper bleach solution and/or CDC approved disinfectants .

Breakrooms, bathrooms, and common areas will be disinfected after use by staff.

Bathrooms for staff will be disinfected after use.

Children's bathrooms will be disinfected throughout the day as needed, as well as after morning use, after any toilet accidents, after lunch, during nap time, post-nap time use, after children leave for the day, and after school hours by janitorial staff.

Tables and eating areas will be disinfected before and after use.

2.18. Consider advising Personnel that it is recommended for them to change clothes and shoes before or upon arriving at home after a shift in order to reduce the chance of their clothing or shoes exposing anyone in the household to the virus and that such clothing should be cleaned before being used again.

It will be recommended to Staff to change clothes and shoes before/upon arriving home after work in order to reduce contamination. We will discuss this as a group during training as well as proper CDC recommended laundering techniques. It is recommended that staff bring at least one change of clothes to keep at school should their clothing become soiled. Clothing and face coverings should be properly cleaned/launched before being used again.

3. **Section 3 – Stable and Separate Groups of Children:**

3.1. State-licensed Childcare Providers for children ages 0-5 years must currently limit group size to 10 children per room or space under state licensing requirements (if the state increases the permitted group size, Childcare Providers may increase the size of their groups accordingly, not to exceed 12 children), and all other Childcare Providers must limit group size to 12 children per room or space. A group can have no more than 10 or 12 children or youth, even if not all children or youth attend the program at the same time. For example,

- o A Childcare Provider may not have a group of 5 children who attend full-time, 3 children on Monday/Wednesday/Friday, and 3 children on Tuesday/Thursday (total of 11).
- o A Childcare Provider may not have a group of 8 children who attend for the entire day, 4 who attend mornings only, and 4 who attend afternoons only (total of 16).

All children enrolled at St. Stephen Preschool are on a 5 day a week, Monday-Friday schedule. They will be in the same cohorts of up to 12 children throughout their day at school and each cohort will be occupying one separate space at a time.

- 3.2. State-licensed Childcare Providers for children ages 0-5 years must adhere to the teacher:child ratios set by the California Department of Social Services, which is currently set forth in PIN 20-06-CCP regarding Social and Physical Distancing Guidance and Healthy Practices for Child Care Facilities in Response to the Global Coronavirus (Covid-19) Pandemic, available [here](#). All other Childcare Providers must have a minimum of 2 staff persons per group. Minors ages 14-17 years of age who are employed as program staff, including interns, are considered staff and are not included in the maximum number of children per group.

There will be two staff to a cohort of no more than 12 children. One teacher will not be responsible for more than 12 children at one time.

- 3.3. Keep children and youth with the same group each day, for the entire session, unless a change is needed for a child or youth's overall safety and wellness.

The children will be assigned to a cohort where they will move throughout their day with the same group of no more than 12 children 5 days a week unless a change is needed for a child's overall safety and wellness.

- 3.4. Assign children and youth from the same family to the same group, if possible.

Children are assigned to cohorts that contain their family members to the greatest extent possible.

- 3.5. Keep staff with the same group to the greatest extent possible.

The teachers are assigned to their cohort and will stay with their groups throughout the day to the greatest extent possible.

- 3.6. If a program has more than one group of children or youth, each group should be in a separate room or space. Interactions between the groups should be minimized to the greatest extent possible.

Each cohort will have their own space. There will be a schedule of times so that each group can utilize the outdoor space. Each group will enter and exit at different times and through different locations to limit contact as much as possible.

- 3.7. For large indoor spaces like gymnasiums or auditoriums, more than one group may use the space if:

- o The space has at least 144 square feet (12' x 12') per child or youth, or about 1750 square feet for a group of 10 or 12;
- o The designated areas for each group are clearly marked, and separated by a 10-12 feet "no-go" buffer zone that neither group uses;
- o The space can be adequately ventilated, for example, by opening windows or doors;

- o Partitions (e.g., a gym divider curtain) are placed to keep air from flowing directly from one group to another; and
- o Both groups are from the same program.

A smaller square footage per child is permissible if the indoor space is separated by a room divider that does not allow air circulation between the two spaces.

When choosing activities that will take place in the shared space, consider the potential to create respiratory droplets or aerosols, and try to do higher-risk activities outdoors. For example, a vigorous game of basketball is higher risk than a quiet, sedentary activity.

The main classroom is divided by a large solid divider and the Extended Care space is approved for use during Pandemic. Windows will be open everyday to allow for ventilation and to increase circulation of outdoor air, and there are brand new filters in the ceiling fans. One group of students is allowed in a space at a time. Indoor activities such as reading, manipulatives, painting, arts and crafts, will be done allowing for as much distance as possible. Students will be encouraged to maintain social distance and participate in singular activities.

Classrooms will not share their activity items with other groups, unless they are cleaned and sanitized before being moved from one group to the other.

Classroom items used by children will be placed in a dish bin marked for "soiled toys." The items from these bins will be transported to a dish bin with soapy water that will be kept out of reach from children to prevent risk of drowning. The items will be rinsed and sanitized.

Classrooms will try to have enough toys so that they can be rotated through cleanings. Children's books, like other paper-based materials such as mail or envelopes will continue to be utilized as they are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.

3.8. Implement strategies to limit the mixing of children and youth. For example:

- o Stagger playground time and other activities so no two groups are in the same place at the same time.
- o Keep groups separate for special activities such as art, music, and exercising.
- o Consider staggering meal/snack times. Considering having staff eat at separate times, so that they do not remove their face coverings at that same time as children, youth or other staff.
- o Encourage individual activities like painting, crafts, and building with blocks, and other materials.
- o Space children as far apart as possible, ideally at least 6 feet apart, for individual activities and especially during meals and snacks, when face coverings are removed. If a program has more than one group of children or youth, each group should be in a separate room or space. Interactions between the groups

should be minimized to the greatest extent possible

Cohorts will be on a schedule so that they are not occupying the same space at the same time. They will be encouraged to do individual activities such as painting, crafts, building and encouraged to play games that do not require touching during outdoor play.

Meal and snack times will be staggered so that no two groups are doing so at the same time and the children will be placed as far apart as possible.

Example Times:

Snack: 8:30am, 8:45am, 9:00am

Lunch: 11:15am, 11:25am, 11:30am

Snack: 3:15pm, 3:30pm

Staff will eat at separate times and in separate locations so as to not remove their face coverings at the same time as the children or other staff.

- 3.9.** If a program has more than one group of children or youth, each group should be in a separate room or space. Interactions between the groups should be minimized to the greatest extent possible

The main classroom is divided by a large solid divider and the Extended Care space is approved for use during Pandemic. Windows will be open everyday to allow for ventilation and to increase circulation of outdoor air, and there are brand new filters in the ceiling fans. One group of students is allowed in a space at a time. Students will be encouraged to maintain social distance.

Classrooms will not share their activity items with other groups, unless they are properly cleaned and sanitized before being moved from one group to the other.

They will enter and exit from different locations at different times to limit the interactions to the greatest extent possible.

- 3.10.** For large indoor spaces like gymnasiums or auditoriums, more than one group may use the space if:

- o The space has at least 144 square feet (12' x 12') per child or youth, or about 1750 square feet for a group of 10 or 12;
- o The designated areas for each group are clearly marked, and separated by a 10-12 feet "no-go" buffer zone that neither group uses;
- o The space can be adequately ventilated, for example, by opening windows or doors;
- o Partitions (e.g., a gym divider curtain) are placed to keep air from flowing directly from one group to another; and
- o Both groups are from the same program.

A smaller square footage per child is permissible if the indoor space is separated by a room divider that does not allow air circulation between the two spaces.

When choosing activities that will take place in the shared space, consider the potential to create respiratory droplets or aerosols, and try to do higher-risk activities outdoors. For example, a vigorous game of basketball is higher risk than a quiet, sedentary activity.

The main classroom is divided by a large solid divider and the Extended Care space is approved for use during Pandemic. Windows will be open everyday to allow for ventilation and to increase circulation of outdoor air, and there are brand new filters in the ceiling fans. One group of students is allowed in a space at a time. Indoor activities such as reading, manipulatives, painting, arts and crafts, will be done allowing for as much distance as possible. Students will be encouraged to maintain social distance and participate in singular activities.

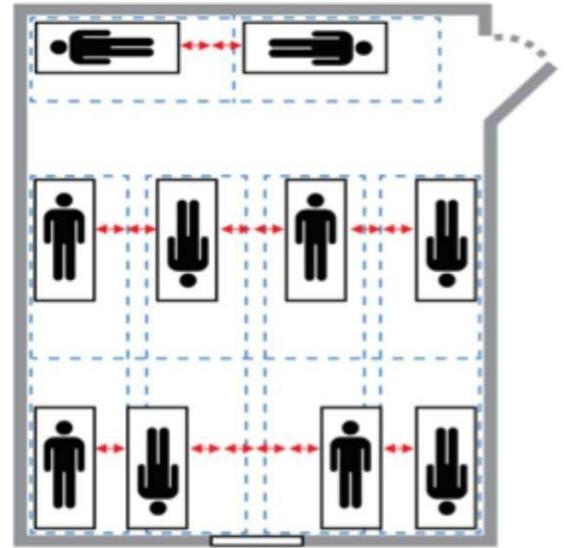
They will enter and exit from different locations at different times to limit the interactions to the greatest extent possible. Inside activities will be calm and distance between students encouraged. Outdoor space is ample and solo activities will be encouraged such as hula hooping or drawing

with chalk. Groups will not share outdoor materials unless properly cleaned and sanitized, and all touched surfaces (ex. railings) will be sanitized before a new group comes outside.

3.11. Implement strategies to limit the mixing of children and youth. For example:

- o Stagger playground time and other activities so no two groups are in the same place at the same time.
- o Keep groups separate for special activities such as art, music, and exercising.
- o Consider staggering meal/snack times. Considering having staff eat at separate times, so that they do not remove their face coverings at that same time as children, youth or other staff.
- o Encourage individual activities like painting, crafts, and building with blocks, and other materials.
- o Space children as far apart as possible, ideally at least 6 feet apart, for individual activities and especially during meals and snacks, when face coverings are removed.

- o At naptime, place children's mats or cribs as far apart as possible, ideally at least 6 feet apart. Try to have children lie on their mats so that they are head-to-toe. (See diagram.)
- o Involve children in developing social distancing plans, using chalk and materials like pool noodles and yarn to create personal space areas.
- o Do as many activities as possible—including snacks and meals—outside.
- o Cancel or postpone special events that involve parents and families, such as festivals, holiday events, and special performances.
- o Do not hold gatherings that bring large groups of children together, even if held outdoors.



The groups will be on a schedule so they each have both indoor and outdoor time but are not co-mingling or interacting with other groups. They will remain with their cohorts the entire day.

The children who are napping at school will do so in their separate spaces and on their own nap pads that are distanced as far apart as possible in a head to toe pattern.

There will be no gatherings requiring large groups of families and children together, and special events are canceled/postponed until they are mandated as safe activities.

- 3.12.** Sports with shared equipment or physical contact may be played, but only within the same stable group of up to 10-12 children and youth. Clean equipment at least once a day.

Cohorts will stay together throughout the day. Outdoor equipment will be cleaned and sanitized after use and again at the end of the day.

- 3.13.** Drop-in childcare is not permitted. Childcare Providers may not enroll children for fewer than three weeks.

Drop in child care is not permitted. Each child is enrolled 5 days a week for the ten month calendar year of August to June.

4. Section 4 – Symptom Screening for Children:

- 4.1.** Ask parent(s)/caregiver(s) and child about possible symptoms of COVID-19 as set forth in SFDPH guidance on COVID-19 Health Checks at Programs for Child and Youth available

online [here](#) (open the “Schools, Childcare, and Youth Programs” area of the “Information and Guidance for the Public” section)

Follow the handout provided to ask Parents’ Caregiver about possible symptoms and then screen children before entry to Preschool.

Ask: “In the last 24 hours, has your child had any of these symptoms that are new or different from what they usually have, and not explained by another reason?”

- *Fever or chills*
- *Cough*
- *Sore throat*
- *Shortness of breath or trouble breathing*
- *New loss of taste or smell*
- *Seems sick or like they are starting to get sick*

- 4.2. Either (a) ask parents/caretakers to take a child’s temperature before arrival and report it; or (b) take the child’s temperature with a “no-touch” (infrared) thermometer upon arrival. For details on how to safely take a child’s temperature with a no-touch thermometer, see San Francisco department of Public Health’s Guidance Interim Guidance for Child Care Programs and Summer Day Camps, available [here](#)

Staff will follow proper guidance and conduct temperature checks upon children’s arrival with a no-touch thermometer, ask parents the required questions, and perform a visual inspection for symptoms or illness:

- *Fever, Chills, or Repeated Shaking/Shivering*
- *Cough*
- *Sore Throat*
- *Shortness of Breath*
- *Difficulty Breathing*
- *Feeling Unusually Weak or Fatigued*
- *Loss of Taste or Smell*
- *Muscle pain*
- *Headache*
- *Runny or congested nose*
- *Diarrhea*

- 4.3. Look at the child or youth. Look for signs of illness like flushed cheeks, rapid breathing or difficulty breathing, fatigue, or extreme fussiness.

Complete a visual well-ness check on the child: look for flushed cheeks or unusual paleness, rapid breathing, fatigue, fussiness, runny nose, coughing, or discomfort as well as:

- Fever, Chills, or Repeated Shaking/Shivering
- Cough
- Sore Throat
- Shortness of Breath
- Difficulty Breathing
- Weakness or Fatigue
- Loss of Taste or Smell
- Muscle pain
- Headache
- Runny or congested nose
- Diarrhea

- 4.4. Children with symptoms or a fever should be sent home and encouraged to seek COVID-19 testing. Children with symptoms or a fever should be sent home. Children may return to the facility when they meet the criteria set forth in SFDPH guidance on COVID-19 Health Checks at Programs for Child and Youth, available online [here](#)(open the “Schools, Childcare, and Youth Programs” area of the “Information and Guidance for the Public” section).

Any child with a temperature over 100.4 will be sent home immediately and encouraged to seek COVID-19 testing. Children can return to school when they meet the criteria as listed in the SFDPH guidance above.

If the child gets tested, they can return after a negative COVID-19 test and 3 days with no fever, without taking medicines to lower a fever, like acetaminophen (Tylenol) or ibuprofen (Advil, Motrin), and 3 days since symptoms have improved. The symptoms do not have to be completely better. The parent or guardian must show documentation of the child’s negative test, for example, a copy of the test result or a message from the clinic or test site that the test was negative. This may be in electronic form. A separate doctor’s note is not needed. This is usually the fastest way for a child to return.

If the child is not tested, they can return after 10 days have passed since symptoms first appeared and 3 days since symptoms improved and 3 days with no fever, without taking medicines to lower a fever, like acetaminophen (Tylenol) or ibuprofen (Advil or Motrin). A note from the clinic or doctor’s note is not needed.

- *For Parents:*

<https://www.sfdcp.org/wp-content/uploads/2020/06/COVID-19-Health-Check-Parent-Handout-FINAL-06-09-2020.pdf>

- 4.5. Personnel conducting the screening should stand at least 6 feet away from the child and parent/caregiver.

A Staff member will stand at the assigned entrance behind a barrier. They will ask the parent/caregiver if the child has any of the symptoms and if they have had a fever in the last 24 hours. The teacher will conduct a touchless temperature check, visually perform a well-ness check, then admit or deny the student based on the result. Results will be logged.

- 4.6. Children who pass the screening should wash their hands with soap and water or clean their hands with hand sanitizer before they enter the building or program.

There will be hand sanitizer at the entrance table for children to use to enter the building/premises. They will be instructed to wash their hands once they enter the facility.

5. Section 5 – Drop-Off and Pick-Up Procedures:

- 5.1. Require that family members and caregivers wear face coverings when dropping off or picking up children, and at all times inside the Childcare Provider’s facility or area

Face coverings are required at all times for people over the age of 10. Signs will be prominently displayed and mask policy strictly enforced.

- *Sign to be posted:*

<https://www.sfcdcp.org/wp-content/uploads/2020/07/Children-Face-Covering-Flyer-7.24.2020-RF-JL-4.pdf>

- 5.2. Staff should remain 6 feet apart from parents and caregivers.

There will be 6 ft markers on the ground to remind Parents and Caregivers of proper social distance. Parents will be asked not to come into the facility unless it is an emergency.

- 5.3. Stagger arrival and drop-off times to limit contact between families, if possible.

There will be 3 separate entrance/exit points for the different groups. Drop off will be from 8:00-8:20 am, with visual markers to remind families to remain 6ft apart.

- 5.4. Have staff greet children outside as they arrive. Place sign in stations (if any) outside, and provide sanitary wipes to clean pens between uses.

There will be three stations at the different entrances/exits for pick up and drop off of the cohorts. Each will have it’s own sign in/sign out sheet. Parents can bring their own pen and there will be a tray marked “clean pens” and a tray marked “used pens” at each station should they be needed. All used pens will be sanitized after the sign in/sign out process. Hand sanitizer will be available at each station.

- 5.5. Consider curbside drop-off and pick-up, where staff come outside the facility to pick up the children as they arrive, and bring children outside to be picked up.

Children will be brought to the entrance gates outside of the Preschool building for pick up and drop off. Parents will not be allowed to enter the classroom space unless there is an emergency.

- 5.6. Encourage the same family member or designated person to drop off and pick up the child every day. Discourage grandparents and other older relatives from picking up children, if they are over 60 years old, since they are more at risk for serious illness.

Families will be encouraged to practice safe and socially distant protocols when dropping off and picking up students, and encouraged to have the same family member or designated person to drop off/pick up the child every day. Information regarding health risks for adults over the age of 60 will be provided so families can make the safest decisions.

6. Section 6 – Face Coverings:

- 6.1. All adults and youth 13 years and older should wear face masks or cloth face coverings at all times. This includes family members and caregivers waiting outside to drop-off or pick-up children.

All adults and youths over 10 years old are required to wear facial coverings at all times. St. Stephen Preschool will follow and enforce the CDC guidelines, SFPDPH and California mask policy. Signs will be prominent at all entrances/exits to the Preschool.

- Sign:

<https://www.sfcddcp.org/wp-content/uploads/2020/07/Children-Face-Covering-Flyer-7.24.2020-RF-JL-4.pdf>

- 6.2. Encourage children 3 to 12 years old to wear face coverings with adult supervision.

Children aged 3 and up are encouraged to wear face coverings. We will encourage parents to find masks in fun and colorful designs for their children and practice wearing them in their daily lives. Staff will find creative ways to help normalize wearing a mask by talking about it regularly throughout our school day in conversation, during circle time, through art, and by being open and receptive to questions, fears, concerns, and observations.

- 6.3. Do not use face masks or cloth face coverings for children ages 2 and younger, anyone who has trouble breathing, or is asleep, unconscious, or otherwise unable to remove the mask without assistance

No face coverings shall be worn by children ages 2 and younger, anyone who has trouble breathing, or is asleep, unconscious, or otherwise unable to remove the mask without assistance. Children will be taught and assisted with proper protocol for putting on and removing their masks through instruction, repetition, and follow through.

- 6.4. Children should not wear face coverings at nap time

Face coverings, or anything hindering breathing, are never worn at nap time.

7. Section 7 – Hygiene and Sanitation:

- 7.1. Encourage children, youth, and staff to wash their hands often with soap and water for at least 20 seconds or with hand sanitizer, especially before eating, after going to the bathroom or diapering, or after wiping their nose, coughing, or sneezing.

Children and staff will be encouraged to wash their hands with soap and water frequently throughout the day, especially after the times listed above. Teachers will be creative with ways to time 20 seconds for proper hand washing such as setting a timer or singing happy birthday twice. Staff will make sure to supervise children while hand washing to ensure thorough cleaning.

- 7.2. Educate children, youth and staff about basic measures to prevent the spread of infection, including covering one's coughs and sneezes and washing hands frequently.

Hygiene, safety, and preventive measures will be included in our daily routine and instruction. Teachers will model desired behavior and reinforce healthy habits through instruction and repetition.

- *Handwashing:*

<https://www.cdc.gov/handwashing/pdf/wash-your-hands-poster-english-508.pdf>

- *Cover Your Cough:*

https://www.cdc.gov/coronavirus/2019-ncov/downloads/cover-your-cough_poster.pdf

- 7.3. Consider involving children and youth in making signs to remind people to wash their hands, cover coughs and sneezes, and stay 6 feet apart.

Teachers will help children find creative and developmentally appropriate outlets for their learning and information, which could include designing their own masks, creating posters/drawings to hang up, creating pieces they can put on display in their homes or neighborhoods, and exploring how the children can help educate others.

- 7.4. Establish a schedule for cleaning and disinfecting. In addition to regular cleaning, the space must be thoroughly cleaned and disinfected between use by different groups, for example, between sessions, with special attention to indoor eating areas where people have removed their masks.

Throughout each day of operation, the Staff will frequently clean surfaces and objects which are regularly touched. This includes light switches, classroom sink handles, countertops, toilet, chairs, and cubbies. Areas will be fully cleaned up before switching to new activities/areas. Tables and chairs will be cleaned/disinfected before and after activities and eating. Outdoor equipment will be cleaned and disinfected before and after use by one group.

Cleaning will be done with soap and water mixture, and disinfecting and sanitizing will be completed with proper bleach solution, as well as EPA approved disinfectants.

All areas will be cleaned nightly by janitorial staff.

- 7.5. Routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys and games. This may include doorknobs, light switches, classroom sink

handles, countertops, nap pads, toilet training potties, desks, chairs, cubbies, and playground structures.

Throughout each day of operation, the Staff will routinely clean and disinfect surfaces and objects which are frequently touched. This includes light switches, classroom sink handles, countertops, toilet, chairs, and cubbies.

High touch/traffic areas will be cleaned and sanitized frequently throughout the day. This includes the bathrooms, countertops, chairs and tables, doorknobs, cubbies, outdoor equipment.

- 7.6. If surfaces are visibly dirty, clean them using detergent or soap and water before disinfecting them.

A mixture of soap and water is used to clean a surface before disinfecting.

- 7.7. Use cleaning products according to the directions on the label. Most household disinfectants are effective. To see if a disinfectant is on the EPA's list of products that are effective against coronavirus, go to <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>. Follow the manufacturer's instructions for concentration, application method, and contact time for all cleaning and disinfection products.

All cleaning materials are EPA approved and instructions are followed to the manufacturers specifications. Staff has taken IPM training and will be instructed on how to safely and properly use cleaning solutions.

- 7.8. Keep all cleaning materials secure and out of reach of children and ensure that there is adequate ventilation when using these products to keep children and staff from inhaling toxic fumes.

All cleaning equipment will be kept secure and out of the reach of children. Staff will secure proper ventilation through open windows and doors, follow safety precautions, and keep children out of the immediate area where the cleaning is taking place.

- 7.9. Do not use toys that cannot be cleaned and sanitized.

Toys that can not be readily cleaned and sanitized are removed from the classroom, including stuffed animals, wooden blocks, and cloth dress up materials.

- 7.10. Set aside toys that children have put in their mouths or that are otherwise contaminated by body secretions or excretions. Clean them by hand while wearing gloves. Clean first with water and detergent, rinse, then sanitize with an EPA-registered disinfectant, and air-dry.

Soiled toys will be put immediately into a bin labeled "Soiled Toys." They will then soak in a container of warm soapy water and will be rinsed, sanitized, and air dried.

- 7.11. Set aside toys that need to be cleaned. Place in a dish pan with soapy water or in a separate container marked for "soiled toys." Keep the dish pan out of reach from children to prevent risk of drowning.

Toys that need to be cleaned will be put in a separate container marked for “soiled toys” that is out of the reach of children. At designated cleaning times, the toys will be taken to soak in warm, soapy water out of reach of children, then rinsed, sanitized, and air dried.

- 7.12.** Do not share toys, arts and crafts materials, or school supplies (e.g., scissors, markers, pens, pencils, glue sticks, etc.) between groups of children and youth. Wash and sanitize toys before moving them from one group to another.

Each group will have their own supplies to use. They will not be shared between groups. Parents will be asked to provide a small art supply box for the children, including a set of crayons, markers, scissors, and glue.

- 7.13.** Machine-washable cloth toys should be used by one child at a time, or not be used at all.

Any toy that needs to be machine washed will be removed from the preschool, including stuffed animals and dress up materials.

- 7.14.** Books and other paper-based materials like mail or envelopes, do not need additional cleaning or disinfection.

Books that can be wiped down (protective covering) will be, and paper based materials will be stocked and distributed between groups.

- 7.15.** Use bedding (sheets, pillows, blankets, sleeping bags) that can be washed.

Each child will bring their own sleeping materials that will be kept in a bag in their cubby.

- 7.16.** Keep each child’s bedding separate. Consider storing bedding in individually labeled bins, cubbies, or bags.

Each child's bedding will be kept separately in their cubbies. Nap mats will be labeled and stored in such a way that they do not touch.

- 7.17.** Bedding that touches a child’s skin should be cleaned weekly or before use by another child.

All bedding goes home on Friday to be laundered before it is brought back to school on Monday. It is bagged and sent home immediately for laundering if soiled.

- 7.18.** Label cots and mats for each child.

Each mat will be labeled with each child’s name on it and sanitized at the end of each day.

- 7.19.** Establish adequate time in the work day to allow for proper cleaning and decontamination throughout the facility or location.

Cleaning will take place before and after eating, after play and before moving to a new space, during nap time, throughout the day as needed, after the children have left, and by the janitorial staff at night .

Section 8 - Managing Infection Notification

Maintaining the dignity of every child is a priority of all Catholic schools in the Archdiocese of San Francisco. In cases where health protocols require contact tracking and tracing, such is the case with COVID-19, schools will make every effort to maintain the confidentiality of community members while complying with local, state and federal guidelines. As a matter of health and safety, this section is subject to amendment at any time. Wherever possible, written notice of such amendments will be provided.

8.1 In the event that a student is determined to have COVID-19, notice will be given to those school community members who sustained prolonged exposure (>10 minutes) with or near the student during the previous 14 day period. This notice will be provided on a standard exposure form that contains non-identifiable information regarding the student. Unless a specific PII release is obtained from the custodial parent, release of information regarding infection of a student must be managed to avoid a FERPA violation See 34 C.F.R. § 99.31(b)(1).

Notice will be given to those who have had more than 10 minutes of exposure with or near the student during the past 14 days. Parents will be given notice on a standard exposure form that contains non-identifiable information about the student.

- *Form:*

<https://www.sfchcp.org/wp-content/uploads/2020/04/COVID19-Exposure-GenAdvisory-FINAL-05.15.2020.pdf>

8.2 Pursuant to FERPA guidelines, under no circumstance will identifying information regarding any student be released to media/external outlets. Further, it is the position of the Archdiocese of San Francisco, Department of Catholic Schools that no communication regarding possible or confirmed cases of COVID-19 at school sites be discussed with external outlets with the notable exception of the associated public health department.

Under no circumstance will identifying information regarding any student be released to media/external outlets. Further, it is the position of the Archdiocese of San Francisco, Department of Catholic Schools that no communication regarding possible or confirmed cases of COVID-19 at school sites be discussed with external outlets with the notable exception of the associated public health department.

8.3 FERPA permits educational agencies and institutions to disclose, without prior written consent, PII from student education records to appropriate parties in connection with an emergency, if knowledge of that information is necessary to protect the health or safety of a student or other individuals. 20 U.S.C. § 1232g(b)(1)(I); 34 C.F.R. §§ 99.31(a)(10) and 99.36. If local public health authorities determine that a public health emergency, such as COVID-19, is a significant threat to students or other individuals in the community, an educational agency or institution in that community may determine that an emergency exists as well.

Under the FERPA health or safety emergency exception, an educational agency or institution is

responsible for making a determination, on a case-by-case basis, whether to disclose PII from education records, and it may take into account the totality of the circumstances pertaining to the threat. See 34 C.F.R. § 99.36(c). If the educational agency or institution determines that there is an articulable and significant threat to the health or safety of the student or another individual and that certain parties need the PII from education records, to protect the health or safety of the student or another individual, it may disclose that information to such parties without consent. This includes releasing information about infected student(s) to local health officials.

8.4 In the event that an employee is determined to have COVID-19, notice will be given to those school community members who sustained prolonged exposure (>10 minutes) with or near the employee during the previous 14 day period. This notice will be provided on a standard exposure form that contains non-identifiable information regarding the employee.

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- *Form:*

- <https://www.sfcddcp.org/wp-content/uploads/2020/04/COVID19-Exposure-GenAdvisory-FINAL-05.15.2020.pdf>

Additional Directives

- o All families are required to sign and return to the preschool the [Risk Acknowledgment](#) form. The preschool should retain these documents in a separate binder.

Parents/caregivers will be given this form before the start of the school year to be signed and returned. All forms will be kept together in a separate binder. Parents will be given a copy of the signed form.

- *Form:*

- <https://www.sfcddcp.org/wp-content/uploads/2020/06/EN-Risk-Acknowledgment-Stand-Alone-Form.pdf>

Additional directives may be added that are unique to a particular classroom or program. If more instructions/guidelines regarding your daily routine are necessary, please add them here.