

**NEWPORT AVE PRESCHOOL
&
KINDERGARTEN**

**COVID19 SAFETY PLAN
JANUARY 2021**

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COVID19 SAFETY PLAN

❖ ENTRANCE – ARRIVAL & DEPARTURE:

No families or non-essential visitors are allowed inside the facility or classrooms at this time. Students and Staff will enter from a designated area located outside of the facility, allowing for social distancing, and requiring masks. They will be screened, and information recorded before entering and exiting the facility. Parents are not permitted inside the building and is required to mask and social distance when picking and dropping off their children from the designated area.

Children will wash their hands from a station located in the vicinity before entering the building. All personal belongings are disinfected.

Hand sanitizers are readily available. Parents are requested to bring pens. School pens are disinfected after each use.

❖ FACILITY HEALTH AND SAFETY PROTOCOLS:

DURING HOURS OF OPERATION: Center Directors perform health and safety checks, maintain regular cleaning and disinfecting of common spaces and high contact areas (Office, Restrooms, lobby, break rooms, door handles, switches, knobs, etc). Class teachers will clean and sanitize their spaces regularly and between activities. Children and Staff regularly wash hands with anti-bacterial soap, use sanitizers and wear masks, including in playground and restrooms. Sanitizers and washing areas are readily available and accessible, in and outdoors.

AFTER HOURS: Facility will undergo daily and weekly deep cleaning, sanitizing, and disinfecting by a professional Janitorial team. This includes hospital grade Fogging, deep cleaning carpet, floor treatment and general maintenance.

WEEKEND: In additional to daily cleaning procedures, Janitorial Company will perform enhanced safety and cleaning procedures inside and outside of the facility. This includes pressure washing, disinfecting and fogging.

EXPOSURE : In the event of an exposure or outbreak, we will immediately isolate the area of exposure. A professional service will disinfect (after 24 hours – or long as practicable).

VENTILATION : In order to maximize, to the extent feasible, the quantity of outside air by keeping classroom windows open in a safe manner.

In-house ventilation systems will be regularly maintained to increase filtration efficiency to the highest compatible level for the system.

EVALUATIONS: Directors will conduct daily inspections to ensure all health and safety standards, work practices and procedures follow current State and local guidelines. Necessary changes or improvements will be made in a proactive, on-going basis.

A daily cleaning and disinfecting schedule will be established and monitored by the Center Director.

All cleaning protocols and evaluations by Directors, Staff and Janitors will be recorded.

❖ **PERSONAL BELONGINGS**

Children will bring their own set of essential school supplies and textbooks individually bagged in Ziplocs. Items that are shared (toys, manipulatives etc) will be sanitized by Teachers after each use. Limited yet sufficient variety learning tools and materials will be available to meet the need of students and sharing will be minimized. All items will be sanitized after each use as well as at the end of session. Non-essential personal belongings will not be allowed.

❖ **COHORTING:**

A stable group of Students with no more than 14:1 ratio with the same teacher and students. The class space, restroom and play area will be physically separate from other groups. No intermingling or sharing of spaces or staff will take place.

❖ **PHYSICAL DISTANCING & CLASSROOM SPACE:**

Each student will have their own assigned desk and chair spaced apart (6 ft) from one another. They also have their personal (labeled) cubby, material, book bins and rest space.

A safe distance of 6 feet will remain between staff desk and children's desk.

Daily activities are carefully planned to promote safe learning and play. Essential group projects will minimize the participants to no more than 3 students. Increased activities will be planned outdoors including Yoga, Zumba, Dance etc children are required to maintain social distancing and wear masks.

To minimize contact, assignments and parent-teacher communications will be via email only.

Staff will be required to Social distance (min 6 ft) and avoid using break rooms with other members. They have been assigned private areas for breaks. They are requested to clean and disinfect any common areas (restroom, office etc) they may have to use during the day.

❖ FACE COVERINGS & PERSONAL PROTECTIVE EQUIPMENT (PPE) :

All Students are required to wear face covering except during meals and nap. Proper and safe Social distancing will be always maintained.

All Staff is required to wear full PPE (Face mask AND shield (both), gloves and Vinyl apron always. Supplies are readily available at the school if needed.

❖ HEALTH SCREENING FOR STUDENTS & STAFF:

Daily well and temperature checks are performed by Staff and signed in by parents at drop off and pick-up times. We monitor for all COVID19 symptoms throughout the day. If a child or Staff is unwell, they will immediately be removed to an isolation space till departure

If a Staff member is unwell, they are required to leave, monitor themselves and report for further instructions before returning.

All information is recorded and absences are followed up.

❖ HEALTHY HYGIENE AND SAFETY PRACTICES:

School has physically separate class spaces and restrooms with multiple toilets and sinks. There are antibacterial wall mounted soap dispensers, Hand Sanitizers, toilet paper and multifold napkins in each. Regular routines are established for students and staff to ensure proper handwashing (20 sec). Hand Sanitizers are available in the classroom to be used under the supervision of the teacher. Restrooms and high-contact spots (sink top, handles, etc) are sanitized immediately after each use by the supervising teacher.

❖ IDENTIFICATION, ISOLATION & TRACING CONTACTS:

COVID19 exposures are required to be immediately reported to the Designated persons (see below) and await guidance to proceed.

In the event of a COVID19 exposure report of a Student or Staff, the Director or Assistant director will immediately contact the persons involved (Student, Family, Staff) to obtain as much information as possible.

If the person is in the school at the time of report, they will be safely isolated till departure. The area used by the person(s) will also be closed-off until proper cleaning and disinfecting can be performed.

Director will immediately contact the governing agencies: OC Health, Community Care Licensing, CDC and submit timely reports via phone or email and proceed to take all steps to follow current guidance with regards to notifications, contact tracing, quarantine, and safe return etc.

Designated Persons: Manil Gunasekara (Director) and Mayra Barajas (Asst Director)

❖ STAFF TRAINING & FAMILY EDUCATION:

Staff handbook and Parent Handbook will be provided with detailed information of our protocols and procedures during the pandemic. Current Covid19 updates, posters and notifications from State and local agencies are shared with parents via email and School App (Remind) as well as Parent and Staff notice boards located throughout the facility. Teachers are updated with all the current PINS, training links, regular in-person briefings and latest notifications via email

❖ TESTING OF STUDENTS AND STAFF:

We will share all current information regarding free testing sites provided by County, City, OCHCA, CDC and Dept. of Social Services as well as the private testing centers to families and staff who request it. In the event of a workplace exposure, testing assistance will be provided as needed.

❖ COMMUNICATION PLANS:

All COVID19 cases (Staff or Students) will be reported and followed up with necessary reports to OC Healthcare Agency and Community Care Licensing. We will follow their instructions closely to ensure information is shared timely with Staff and families. Our communications and notifications will be in print, email and via School APP to families in accordance with health agency. Proper guidance of quarantine and safe return will be provided via email to Staff and Students following any COVID19 exposure report based on current guidelines CDPH & OCHCA guidelines.