

Kids of the Kingdom

Christian Preschool

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Covid-19 Health and Safety Plan 2020-2021 School Year

*These guidelines are in compliance with the current guidelines sent out by the Early Learning Division of the Oregon Department of Education as of August 14, 2020. They are subject to change throughout the school year.

Drop-Off & Pick-Up

- Drop-off and pick-up will now occur outside of the classrooms.
- For drop-off in the mornings, PreK will enter through the westside gate & 3's will enter through the eastside gate.
- The playground will be closed before and after school.
- No parent will be allowed in the building unless they need to pick up their sick child.
- Parents/Guardians are required to wear a face covering during drop-off & pick-up.
- Parents/Guardians will maintain physical distancing during drop-off/pick-up times. 6' spacings will be marked outside of the classroom doors.
- If possible, have the same parent/guardian drop-off student each day.
- Please do not send high-risk family members or guardians to drop-off & pick-up.
- Pick-up will now occur at the edge of the east side parking lot. Teachers will walk their classes up the sidewalk and meet the parents by the KOK Welcome sign.

DAILY HEALTH CHECKS

- Staff health checks will occur prior to the beginning of school each day.
- Classroom teachers are required to conduct a daily health check, including temperature checks, for their own class each school day.
- The health checks for the students will occur during drop-off outside of their classroom.
- Anyone with a fever of 100.4°F or higher is excluded.
- KOK will follow the current Exclusion Summary Guidelines released by the Early Learning Division.
- Each family will receive The Exclusion Summary Chart and it will be posted outside of each classroom door.
- If a child becomes sick later on in the school day, he/she will be removed from the classroom, the parent will be notified to come pick him/her up, and the child will sit at one of the kitchen tables until his/her parent arrives.

FAMILY ENGAGEMENT

- KOK will encourage parents to use email for engagements with their child's classroom teacher.
- If email cannot be used, engagements must be conducted outside, following physical distancing requirements, required face coverings to be worn by all adults, and should be conducted with one family unit at a time.
- Tours for new families interested in KOK, will take place when there are no children in the facility. One family tour at a time, a health check, physical distancing, and wearing of a mask will be required.

GROUP SIZE AND STABLE CLASSROOMS

- There will be no mixing at all of the students between the two classes.
- Only a new student to KOK will be added to the classroom.
- The staff is required to practice physical distancing (i.e. 6') at all times within the facility with each other.
- **STAFF AND CHILDREN ARE NOT REQUIRED TO PHYSICALLY DISTANCE FROM THEIR TEACHER AND THE OTHER CHILDREN WITHIN THEIR OWN CLASSROOM.**

(continued).....GROUP SIZE AND STABLE CLASSROOMS

- Staff-to-child ratio:
 - o 3's Class: 1:10
 - o PreK Class: 1:10
- Only the staff assigned to a classroom, may be inside of the classroom.
- There will be no parent/family/ or other volunteers at this time.
- When providing outdoor activities, there cannot be more than one classroom in one outside area at a time.
- Programs may have separate areas outside as long as classes are kept apart and there is at least 75 square feet per child in that area.

PERSONAL PROTECTIVE EQUIPMENT FOR CHILDREN & ADULTS

- Staff or any other person over the age of 5 who is inside the facility is required to wear a face covering.
- Children in Kindergarten or older must wear a mask while on campus. (This would apply to older siblings if they come to drop-off and/or pick-up).
- Children ages 2+ are allowed to wear a face covering if requested by the parents.
- If parents request their child wear a face covering to school, they need to sign a written agreement.
- If a child wears a face covering while at school, he/she must be able to remove it and be able to put it back on themselves without any assistance.
- Students and staff will be required to wash their hands, or use hand sanitizer, before putting on a face covering, after taking face coverings off, and anytime the face covering is touched.
- Hand sanitizer will be available in the classrooms and kept out of reach of the children.
- Face coverings must be washed daily or a new covering must be worn daily for both staff and students.
- Disposable masks or face shields may only be worn once.

DAILY ACTIVITIES

- Any field trip will be conducted fully outdoors.
- Transportation will be provided by the child's parent and parent attendance will be required.
- Sharing materials and toys during an activity will be severely limited.
- Children's hands will be washed, or hand sanitizer will be used, after shared use of materials and toys.
- Classroom materials will be cleaned between each use.
- Children will be assigned seating arrangements on the carpet and at the work tables.
- Children will be spaced apart at the work tables in their classroom.
- Each child will be provided with his/her own set of classroom supplies.
- All work will be done on a tray assigned to each child. These trays will be sanitized after school each day.
- Group sensory bins & water tables will be discontinued. Teachers may use individual sensory bins.
- Time spent in whole/large group activities will be reduced.
- Children will be limited in the learning center areas.
- "Line-up" areas will be marked with guidance spacing and teacher will ensure that distance between the children is maintained.
- Teacher will incorporate additional daily outside time, weather permitting and while following the outside guidelines between the classes.
- Outdoor play equipment will be sanitized between groups of children.

HANDWASHING AND GENERAL HYGIENE

- Age appropriate hand washing and hand sanitizing posters will be hung up in the classrooms and bathrooms.
- Staff and students will wash hands/use hand sanitizer:
 - o When entering the classroom during drop-off
 - o Before **and** after eating snack
 - o After using the bathroom
 - o After wiping their nose/coughing/or sneezing
 - o After coming inside from the playground

FOOD AND NUTRITION

- Classes will eat snack in their classroom, not in the kitchen area.
- KOK will not provide cups of water this year. Each student will need to bring a drink from home.
- Parents are encouraged to pack snacks in containers with the food already opened to lessen the need for the teacher to handle the packages of food.
- Teachers will wear gloves to assist, if necessary, during snack time.
- KOK will only keep packaged snacks on site in the event a snack bag is accidentally left at home.
- Children will be spaced out at the table in their classroom during snack time.

CLEANING AND BUILDING MAINTENANCE

- Classroom windows will be opened each morning to increase airflow.
- Daily check thermometers will be cleaned between each use.
- Classroom teachers will be responsible for the cleaning of their own classroom and bathroom each day.
- Cleaning supplies used by the KOK staff will be EPA-registered.
- High touch surface areas (i.e. door knobs/handles, light switches, table tops, chairs, phones, etc.) will be disinfected at the end of each day.
- All used toys will be disinfected or laundered at the end of each day.
- Classrooms will be vacuumed daily.
- Garbage cans will be disinfected at the end of each day.
- Linoleum floors will be swept and disinfected at the end of each day.
- Bathrooms (sinks, toilets, dispensers, floors, etc.) will be disinfected at the end of each day.

RESPONDING TO POSSIBLE AND CONFIRMED CASES OF COVID-19

- Children will not be discriminated against for enrollment in KOK due to parent's occupation, race, ethnicity, geographic location, disability, or pre-existing health condition.
- Decisions about required closure will be made in conjunction with the Early Learning Division staff and the local public health authority.

COVID-19 HEALTH AND SAFETY PLAN

- Each family will receive the most updated Covid-19 Health and Safety Plan upon enrollment.
- Each classroom will keep a copy of the Covid-19 Health and Safety Plan in their classroom.
- The Covid-19 Health and Safety Plan will be posted on our website www.kokpreschool.com
- KOK will continue to monitor its Covid-19 Health and Safety Plan throughout the year and update as needed.