



LAURA VICUÑA PRE-K
of Saints Peter and Paul School



Preschool Reopening and Infection Mitigation Plan Archdiocese of San Francisco

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 School's 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 check list, which Childcare Licensing asks all preschools to complete.

Preschool Name: Laura Vicuña Pre-Kindergarten of Saints Peter and Paul School

Facility Address: 660 Filbert Street San Francisco, CA 94133

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

Name: Barbara Simons, Director Email / Phone: bsimons@sspeterpaulsf.org 415-296-8549

Complete each subsection with a description of how the preschool plans to comply. The preschool 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.

Laura Vicuna Pre-K will post a copy of the Social Distancing Protocol at each public entrance to the classroom. It will also be posted on our website: www.prek.sspeterpaulsf.org and emailed to parents/caregivers.

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

Laura Vicuna Pre-K will post a copy of the Health and Safety Plan at each public entrance to the classroom. It will also be posted on our website: www.prek.sspeterpaulsf.org and emailed to parents/caregivers.

- 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.

Copies of the Social Distancing Protocol, the Health and Safety Plan, and any educational materials required by the Health and Safety Plan will be distributed to all Pre-K staff either via email or hardcopy format.

- 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.

All staff will be required to complete the Questions About COVID-19 NAEYC online training and will have a completion certificate on file. Each staff member will review the social distancing and safety protocols, and signed confirmation will be kept on file. Staff will also complete the required DPR, Integrated Germ Management online training and have a completion certificate on file. In addition, all staff will attend the 2-hour SF Quality Connections training, “Caring for Children in Group Care During COVID-19.”

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

The Health and Safety Plan will be updated when necessary. Staff and parents will be notified of updates.

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.

Staff will be instructed orally and in writing not to come to work if they are sick. They will also receive the SFDPH handout for personnel regarding COVID-19 guidelines and instructions.

- 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.

A copy of the attachment to this Exhibit will be provided to staff via email or hardcopy format.

- 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.

The criteria listed in Part 1 of the Attachment will be reviewed on a daily basis with staff before each person begins a shift. Any staff member who answers yes to any question in Part 1 of the Attachment will be instructed to go home or not come to work. They will also be instructed to follow the directions on the Attachment.

- 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](#).

If a staff member stays home or goes home based on the criteria listed on the Attachment, they must follow the criteria and any applicable requirements from the quarantine and isolation directives before returning to work. If they are required to self-quarantine or self-isolate, they may return to work only after they have completed self-quarantine or self-isolation. If they test negative for the virus (no virus found), they may return to work only after waiting for the amount of time that is listed on the Attachment after their symptoms have resolved. As long as they have met the requirements outlined on the Attachment, they are not required to provide a medical clearance letter for them to return to work.

- 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.sfdcp.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.

Laura Vicuna will regularly check the website listed for any updates regarding testing requirements with relation to our staff. The necessary updates will be made to the Health and Safety Plan if requirements are added, and staff will comply with testing requirements.

- 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.

If an employee tests positive for COVID-19, the guidance provided by the above link will be followed.

- 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.

Disposable masks will be available in the classroom, or staff may choose to bring their own, as long as the face coverings have been cleaned prior to their shift. They will be instructed to wear them at all times at work and will be advised to have multiple reusable or disposable face coverings to ensure that they use a clean one every day.

- 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.

Staff will be provided with soap, water, and paper towels for handwashing. They will be required to wash their hands as noted above.

- 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>.

Hand sanitizer will be provided to staff and will also be available in the classroom in a touchless automatic dispenser. It will be out of the reach of children, who will be supervised while using it.

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

Staff will disinfect bathrooms before and after each use, and other common areas will be frequently disinfected throughout the day.

- 2.11. 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.

Staff will be advised of the recommendation to change their clothes and shoes before or upon arriving at home after their shift in order to reduce the chance of their clothes or shoes exposing anyone in their homes to the virus. Clothes should be cleaned before being worn again. It is also recommended that staff bring an extra set of clothes to work in case they need to change.

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,
 - 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).
 - 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).

Laura Vicuna Pre-K will have 2 separate classrooms for 4's students with a stable group of 12 children and 2 staff members in each room. One classroom will be in the current Pre-K location, and the other will be in the Parish Center. The 3's classroom will have no more than 12 students. The three groups will not interact or share spaces.

- 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.

Laura Vicuna Pre-K will adhere to the teacher: child ratios, with each classroom having 1 teacher and 1 assistant for 12 students.

- 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.

Students will be kept with the same group every day, unless a change is needed for the student's safety and wellness.

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

Students from the same family will be in the same group if possible.

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

Staff will be kept with the same group of students 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.

Laura Vicuna Pre-K will have 2 separate classrooms for 4's students with a stable group of 12 children and 2 staff members in each room. One classroom will be in the current Pre-K location, and the other will be in the Parish Center. The 3's classroom will have no more than 12 students. The three groups will not interact or share spaces.

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

- 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;
- The designated areas for each group are clearly marked, and separated by a 10-12 feet "no-go" buffer zone that neither group uses;
- The space can be adequately ventilated, for example, by opening windows or doors;
- Partitions (e.g., a gym divider curtain) are placed to keep air from flowing directly from one group to another; and
- 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.

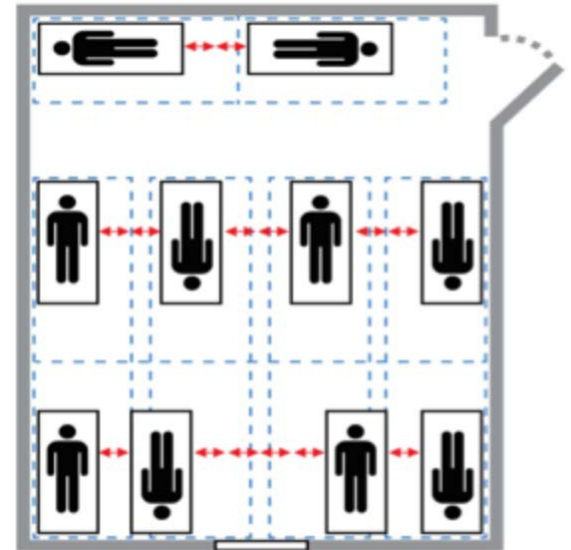
Laura Vicuna Pre-K will adhere to the above guidelines if we use large indoor spaces.

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

- Stagger playground time and other activities so no two groups are in the same place at the same time.
- Keep groups separate for special activities such as art, music, and exercising.
- 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.
- Encourage individual activities like painting, crafts, and building with blocks, and other materials.
- 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.
- 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.)

- Involve children in developing social distancing plans, using chalk and materials like pool noodles and yarn to create personal space areas.
- Do as many activities as possible—including snack and meals—outside.
- Cancel or postpone special events that involve parents and families, such as festivals, holiday events, and special performances.
- Do not hold gatherings that bring large groups of children together, even if held outdoors.



Laura Vicuna Pre-K will take into consideration the above strategies to limit the mixing of children. We will stagger playground and meal times, encourage individual activities, space children as far apart as possible, set up mats for naptime following social distancing guidelines, involve children in developing social distancing plans, do as many activities as possible outside, cancel events that involve parents and families, and will not hold gatherings that bring large groups of children together.

- 3.9. 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.

Shared equipment will be cleaned after each use.

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

Drop-in care will not be permitted. Laura Vicuna Pre-K will not enroll children for fewer than three weeks.

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).

Parents/caregivers and children will be asked about possible COVID-19 symptoms as set forth in the above SFDPH guidance.

- 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 take each child’s temperature with a “no touch” (infrared) thermometer upon arrival, either at the top of the stairs of the west entrance of the building that leads to Filbert Street or in the yard outside the Parish Center.

- 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.

Staff will look at each child and look for the above signs of illness. If a child appears unwell, they will not be allowed to attend school that day.

- 4.4. Children with symptoms or a fever should be sent home and encouraged to seek COVID-19 testing. 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 100.0° F will be isolated from other children and sent home immediately and encouraged to seek COVID-19 testing. While in isolation, a staff member will supervise the child, and the rest of the cohort will temporarily relocate to another part of the campus while the classroom is being sanitized and disinfected. Children can return to school when they meet the criteria as listed in the SFDPH guidance linked above.

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

Staff conducting the screening will use a “no touch” (infrared) thermometer and try to stand at least 6 feet away from children and parents/caregivers.

- 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.

Children who pass the screening will wash their hands with soap and water or clean their hands with hand sanitizer before entering the building.

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.

Family and caregivers will be required to wear face coverings when dropping off or picking up children.

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

Staff will remain 6 feet apart from parents and caregivers.

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

If possible, arrival and drop-off times will be staggered to limit contact between

families. Arrival times can be adjusted by request for specific family needs.
Tentative arrival schedule:

8:00-8:30: 4's students

8:30-8:45: 3's students

Dismissal will be in the same places as arrival and occur between 2:45-3:15.

- 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.

Staff will greet children outside the classroom as they arrive, either at the top of the stairs of the west entrance of the building that leads to Filbert Street (for children coming into the 3's or 4's classroom) or in the yard outside the Parish Center. Parents should bring their own pens to sign in and out.

- 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 dropped off and picked up either at the top of the stairs of the west entrance of the building that leads to Filbert Street (for children in the 3's or 4's classroom) or in the yard outside the Parish Center. Parents will not be allowed to enter the building 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 designate one person for drop off and pick up. Relatives older than 60 will be discouraged from dropping off and picking up children.

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 students and youth 13 years and older will be required to wear face masks or cloth face coverings at all times. This includes family members and caregivers waiting outside for drop-off or pick-up.

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

Students will be encouraged to wear face coverings with adult supervision.

- 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.

Face masks or cloth face coverings will not be used by anyone who has trouble breathing, during naptime, or by anyone who is unable to remove the mask on their own.

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

Children will not wear face coverings 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.

Staff and children will wash their hands often with soap and water for at least 20 seconds or with hand sanitizer, especially during the times listed above. Children will be taught a handwashing song, and staff will monitor handwashing to ensure that children wash their hands for at least 20 seconds.

- 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.

Staff and children will be educated about the basic measures to prevent the spread of infection, such as covering one's coughs and sneezes and washing hands frequently.

- 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.

Staff will involve children in developmentally appropriate activities and discussions about social distancing, health and safety practices, and handwashing. To communicate these concepts in the classroom, staff will use a variety of modalities (visual, auditory, environmental, etc.).

- 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.

A schedule will be established for cleaning and disinfecting for staff, and the above guidelines will be noted. Each staff member will be equipped with sanitizers and will clean areas after each use, and the room will be completely disinfected after children leave for the day.

- 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.

Surfaces and objects that are frequently touched will be regularly cleaned, sanitized, and disinfected throughout the day by designated staff members.

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

Any surface that is visibly dirty will be immediately cleaned with soap and water and disinfected after.

- 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.

Cleaning products will be used according to the directions on the label.

- 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.

Cleaning materials will be locked in cabinets or placed on high shelves out of the reach of children. We will ensure there is adequate ventilation when using these products by opening windows and doors.

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

We will not use toys that cannot be cleaned and sanitized (including, but not limited to: stuffed toys, plush items, wooden blocks, etc.).

- 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.

Staff will set aside toys that children have put in their mouths or that are contaminated and clean them by hand while wearing gloves. We will clean first with water and soap, rinse, sanitize with a disinfectant, and air-dry.

- 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 dish pan out of reach from children to prevent risk of drowning.

Toys that need to be cleaned will be set aside, either to be cleaned and disinfected at that moment or later in the day.

- 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.

Toys and art supplies will not be shared. Each child will have their own box of art supplies. Toys that move from one group to another will be cleaned and sanitized.

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

Machine-washable cloth toys will not be used in the classroom.

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

Books and other paper-based materials in the classroom do not require additional cleaning or disinfection.

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

Children will use Tot Cots, which will be sent home weekly to be washed.

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

Each child's Tot Cot will be kept in a separate bag. Each mat will be labeled with the child's name.

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

Tot cots will be sent home weekly to be cleaned.

7.18. Label cots and mats for each child.

Children will use their own tot cots and the mat that has their name on it.

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

We will establish adequate time in the work day to allow for proper cleaning and disinfection throughout the classroom.

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).

We understand that in the event that a student is determined to have COVID-19, school community members who sustained prolonged exposure (>10 minutes) with or near that student during the previous 14-day period will be notified. The student's identity will be kept confidential.

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.

In accordance with FERPA guidelines, identifying information regarding any student will not be released to the media/outside outlets. Possible or confirmed COVID-19 cases will not be communicated to outside outlets other than 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.

We will follow the above guidelines.

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.

We understand that in the event that an employee is determined to have COVID-19, school community members who sustained prolonged exposure (>10 minutes) with or near that employee during the previous 14-day period will be notified. The employee's identity will be kept confidential.

Additional Directives

- 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.

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.

Covid-19 Child Care Program Self-Assessment Guide

Completed by:	Date:		
Is the facility dually licensee?			
	Please Check One.		
	Completed	In Progress	Not Started
COVID-19 preparedness has been incorporated into Emergency Plan for facility.			
Designated staff person to coordinate preparedness planning and integrate local LHD, CDPH, and CDC guidance.			
Develop and include a communications plan to use to keep families, staff, and the community informed.			
Entry & Visitation Procedures			
Signs have been posted at facility entrance with visitor policy (limit to essential visits only; limited visitation hours).			
Explain to parents and caregivers that all visits should be as brief as possible.			
Participants have been notified about your COVID-19 policies.			
Ask parents or caregivers to enter and exit the room one person at a time to allow for social and physical distancing.			
Ask caregivers and parents to meet at the facility entryway for pick-up and drop-off of children whenever possible.			
Ask parents and caregivers to wash their own hands and assist in washing the hands of their children before dropping off, prior to coming for pick up, and when they get home.			
Ask parents and caregivers to bring their own pens when signing children in and out.			
Install hand sanitizers, out of the reach of children, near all entry doors and other high traffic areas.			
Daily symptom screening (+/- temperature check) has been initiated for all children, staff and parents (drop-off and pickup). **Follow guidelines in PIN20- 06-CCP** CCC's: If anyone has a temperature of 100.4°F/38°C or higher they must be excluded from the facility.			

	Please Check One.		
	Completed	In Progress	Not Started
One central entry point has been designated for universal entry screening.			
Routine symptom screening (+/- temperature check) has been initiated at entry for all staff, 1:1 staff, participants, and essential visitors.			
Handwashing on entry is requested for all staff, participants, and visitors.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Conduct visual wellness checks of all children upon arrival and ask health questions when concerned.			
Staff Training and Policies			
Facility provides ongoing updates about COVID-19 to participants, staff and responsible parties. The communications are language and reading level appropriate.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Facility has conducted staff training on COVID-19 prevention, symptoms, transmission.			
If you as the licensee, have a fever and/or respiratory infections symptoms, please notify your parents immediately that care will not be available and follow reporting requirements.			
Facility has conducted staff training on when and how to use personal protective equipment.			
Facility has conducted staff training on sick leave policies.			
Sick leave policies have been created that are non-punitive, flexible, and consistent with public health policies that allow ill personnel to stay home.			
Facility provides ongoing updates about COVID-19 to staff and parents/families. The communications are language and reading level appropriate.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Staff have been notified to avoid work if acute respiratory illness is present and to contact medical provider to consider COVID-19 testing.			
Staff have been notified when they may return to work after acute respiratory illness (72 hours after last fever or 14 days if COVID-19 positive).			
Staff have been notified that medical clearance is not required to return to work, unless under quarantine order by Public Health entity.			

	Please Check One.		
	Completed	In Progress	Not Started
Alternate staffing plan has been developed to account for shortages.			
Participant Counseling & Policies			
Daily symptom screening (+/- temperature check) has been initiated for all participants.			
All group community-based activities have been canceled.			
Internal group activities have been limited to foster social distancing practices (i.e. staggered meals, 6 feet of space between participants in common areas, etc.).			
All emergency contact information for all participants have been updated.			
Facility supports participants in complying with Covid-19 prevention and containment guidelines.			
Daily symptom screening (+/- temperature check) has been initiated for all children, staff and parents (drop-off and pickup). **Follow guidelines in PIN 20-06-CCP**			
Cover cough with a tissue or sleeve. See CDC's Cover Your Cough page (https://www.cdc.gov/flu/prevent/actions-prevent-flu.htm) for multilingual posters and flyers, posted at the bottom of webpage.			
All emergency contact information for children is current.			
Following the group size guidance for Centers and FCCH's as noted in PIN 20-06 CCP. (see link below)			
Avoid family- or cafeteria-style meals, ask staff to handle utensils, and keep food covered to avoid contamination.			
Napping equipment have been moved at least 6 feet apart or 3 feet apart with head-to-toe orientation.			
Implement staggered outdoor or large group times to limit the number of children who are together as much as possible.			
CCC's: If anyone has a temperature of 100.4°F/38°C or higher they must be excluded from the facility.			
Children's Roster is updated and current.			

	Please Check One.		
	Completed	In Progress	Not Started
All activities/field trips that take children into public or crowded places have been canceled.			
Discussing Social Distancing strategies as noted in PIN 20-06 CCP. (see link below)			
Mitigation Strategies			
Plan has been developed to immediately notify children’s authorized representative if symptoms develop or if COVID-19 exposure occurs.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Encourage handwashing by children and staff through education, scheduled time for handwashing, and the provision of adequate supplies.			
Separate sick infants, children, and staff from others until they can go home. When feasible, identify a “sick room” through which others do not regularly pass.			
Provide adequate supplies within easy reach, including tissues and no-touch trash cans.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Enhance cleaning consistent with CDC guidance (see Environmental Cleaning and Disinfection Recommendations). Encourage flu vaccine for those persons over 6 months of age who have not had it this season to reduce illnesses.			
Facility has (CCC only) or is encouraged to (FCCH) to designate a single bathroom for isolation of symptomatic and/or asymptomatic exposed children.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Containment Strategies			
Facility has a specific plan for participants who develop symptoms of acute respiratory illness while in day program, including when to contact 911.			
Plan has been developed to accept back children following quarantine and medical clearance for COVID-19.			
Plan has been developed to notify DPH if any children or staff develop symptoms or have exposures to COVID-19.			
Plan to communicate with parents to test and isolate symptomatic children at home for COVID-19.			
A plan to supervise and monitor children in isolation at all times has been developed.			
Trash bins and handwashing stations are located throughout the facility.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

	Please Check One.		
	Completed	In Progress	Not Started
Plan has been developed to immediately notify participants' medical provider if symptoms develop or if COVID-19 exposure occurs.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Plan has been developed to notify LHD or CDPH if any participants or staff develop symptoms or have exposures to COVID-19.			
Facility can provide meals and medications (following IMS guidelines) to children in isolation if needed until picked up by parents/guardians.			
Environmental Preparation and Cleaning			
Facility has a specific plan to ensure proper cleaning and disinfection of environmental surfaces and laundry.			
Commonly touched surfaces are cleaned and disinfected at least once a day.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Signs are posted throughout the facility to encourage participants to report acute respiratory illness to staff.			
Signs are posted throughout facility to promote handwashing, cough/sneeze etiquette, and social distancing.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Hand washing stations or alcohol-based hand sanitizer are available in every classroom.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Sinks are well stocked with soap and paper towels for handwashing.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Children's Bathroom: <input type="checkbox"/> Sanitize the sink and toilet handles before and After each child's use. <input type="checkbox"/> Teach children to use a tissue when using the handle to flush the toilet. <input type="checkbox"/> Wash hands for 20 seconds and use paper towels (or single use cloth towels) to dry hands thoroughly.			
A plan has been created to audit and address supply shortages.			
Signs are posted throughout the facility to encourage staff and parents to report acute respiratory illness.			

	Please Check One.		
	Completed	In Progress	Not Started
Signs are posted** throughout facility to promote handwashing, cough/sneeze etiquette, and social distancing. **At children's eyelevel as well.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Use the Cleaning and Waste Management Considerations for Residences to help clean your home.			
Does the Facility have enough hygiene supplies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If "No", how many days' worth of hygiene supplies does the facility have:			
Does the facility have enough Personal Protective Equipment (PPE)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If "No", how many days' worth of PPE supplies does the facility have:			
If "No" to either of the preceding questions, what additional supplies does the facility need?			
Hand hygiene supplies			
Surgical masks			
Disposable gloves			
Food supplies			
Tissues, paper towels, cleaners and EPA-registered disinfectants			
Other Supplies not listed			
Additional Notes:			