



Covid-19 Addendum
to All Five Family Handbook

*Current as of September 1, 2020;
to be updated as new information,
and county and state directives become available.*

Partnering with You During Covid-19

Dear Families,

Welcome to Covid-Time at All Five. We have been enjoying, very much, being with the children who have been at All Five in our all outdoor program. With the exceptions of toileting, eating lunch and napping, we are all outside in the yard that has been set up for a full range of learning and growing. We are grateful to have such a great outdoor area, and also for the care our teachers have put into planning the space each day.

We continue to monitor guidance from Community Care Licensing and the San Mateo County Health Department, as well as from Stanford pediatricians, and other early education organizations. While the cases in our county rise and fall and early care and education programs are not currently restricted, we continue to be vigilant. We look to you for support in implementing all regulations and procedures that you will read in the next few pages. We also look to you for feedback in how we are doing.

At school, we have been using the term, “physical distancing” in place of “social distancing”. The reason to use “physical distancing” in this context is to emphasize that one of our goals at school, as always, is social interaction. We want to both encourage social interaction and limit physical contact. The goal is to prevent airborne droplets from getting into another person’s nose or mouth, as that is how a person can become sick.

As you know, information and instructions regarding Covid-19 are rapidly changing, so any one of the guidelines or practices you will read about may change at any time. We will keep you updated as soon as possible.

As always, please call, text or email me any time: 650-387-8268 or carol@allfive.org.

With gratitude to you all for your support and patience,

Carol

General Information

All Five currently serves 16 children onsite, from 8:00 a.m. to 4:00 p.m., Monday - Friday. We are allowing 16 children this month because we are able to accommodate all 16 for napping, 6-feet apart, but no more. The children will continue the vast majority of the day outdoors, utilizing our entire outdoor area, and using the inside only for going to the bathroom, eating lunch in some cases, and naptime.

Once your family accepts a spot, you will be informed of your fee. The fee is non-refundable. This means that if you decide to not have your child participate for one or more days, or if your child is absent for any reason, or if All Five is required to close due to a government-ordered shut-down or due to staffing issues, or other, unforeseen circumstances, tuition will not be refunded. Please contact Jocelyn or Lynne if you have any questions about this policy.

Staffing, Students and Daily Schedule

The staff will consist of Teachers Joy, Patricia, Stephanie, Kahdijah and Kat; as well as Jocelyn, Gloria and I. Every All Five staff member has been practicing physical distancing and recommended mask wearing since March 13, 2020. Testing for Covid-19 is currently limited so we are not requiring staff members to be tested at this time. We are working on accessing more frequent testing for all staff. Each onsite staff member will complete the same questionnaire each family will complete each day. Each staff member will also have her temperature taken each day and will not be able to work if her temperature is above 100.4 degrees Fahrenheit.

If a teacher is ill, only an All Five staff member will substitute. If we do not have an adequate number of staff available, school may be closed for the day.

There will be no 'co-mingling' of any adults or children that are not assigned to the classroom group. This means we will be unable to welcome adults (family members, volunteers, interns, tours and other staff) or unenrolled children (siblings, staff children) into the yard or classroom during operating hours.

Staff members will wear masks, except while they are drinking or eating. When eating or drinking, staff members will maintain a 6-foot distance from any other person or child.

Staff will model physical distancing when interacting with families, and other staff.

Students or Children who attend All Five may not attend any other preschool, camp or extracurricular programs.

Children at All Five will not *have* to wear masks, but they can, and will be supported by teachers for fit and comfort. If a parent prefers that their child wear a mask, we will support this practice to the best of our ability; but we will not require it.

The environment at All Five is prepared to be 90% outside, and will encourage physical distancing. However, teachers will not *require* that children remain apart. Dirt, sand and water play with soap is offered every day. The rope swing and climbing wall are available, with sanitizing spray applied two to three times per day. The mud kitchen will also feature soapy water. There are two outdoor hand-washing stations that are used upon arrival, before and after snack, and at other times that a teacher sees a child in need of handwashing. Tools and materials such as scissors, glue, tape, paper or recycled materials are shared and disinfected with alcohol spray several times each day.

Our curriculum will continue to focus on our three basic practices at All Five, and how they relate to keeping everyone well and healthy during this unusual time:

Respect Yourself

Respect Others

Respect the Environment

At this time, respecting yourself includes washing hands for no less than 20 seconds upon arrival at school, before *and* after eating, after using the toilet, after any very messy play that leaves hands with dirt or other contaminants, after touching one's face, and after any event which involves bodily fluids. There are many other ways to respect yourself (using a tissue!), and we continue to make lists with children about how we can respect ourselves during Covid-19.

Respecting others, for staff, includes wearing a mask. For children, respecting others might include a mask. It definitely includes handwashing as outlined above, using a tissue, covering coughs or sneezes with your elbow, and giving body-space to peers. Respecting others at this time provides an opportunity for learning measurement, beginning with how far is 6 feet?

It includes talking about germs and how they spread, so we can increase our knowledge of how the natural world works. Staff are creating scripted stories about Covid-19. There will be opportunities for children to create visual reminders, signage about distancing, handwashing, proper etiquette for sneezes, coughs, etc.

Every day before arrival at school, please do the following:

Apply sunscreen for your child at least 30 minutes before. Provide a water bottle labeled with your child's name, hat and sunglasses if desired, and several full changes of clothing daily in a bag or backpack, that can be fully zipped. If you don't have a water bottle or bag or backpack for your child, please contact Jocelyn (jocelyn@allfive.org) and she will obtain one for you.

The schedule is as follows:

8:30-9:30 a.m.	Drop off, health screen, staggered entry into the yard, greetings
9:30-10:30 a.m.	Prepared and child-directed outdoor activities
10:30 a.m.	Morning snack
10:30-11:30 a.m.	Continued outdoor activities
11:30-12:00	Circle Time

12:30-1 p.m.	Lunch
1-2:30 p.m.	Nap or Rest
	as children wake, they will resume play outside
3:00-3:50 p.m.	Outdoor activities, clean up, prepare for departures.

Drop off and Pick Up

In order to accommodate physically distanced drop off and pick up procedures, each family and child will receive a scheduled appointment between 8:30 and 9:30 a.m. for drop off and between 3:00 and 3:50 pm. for pick-up.

Drop-Off Procedure:

Please arrive five minutes before your scheduled drop-off time.

Put on your own mask, gather your child, his or her water bottle, backpack with changes of clothing, and your child's mask if possible.

Please stand with your child on the tape in the designated lines just inside the gate, or on the sidewalk.

Please wait until the staff member is ready to receive you. If no space is available on the patio or the sidewalk, please wait in your car until the next space is available.

You will be read the questions below and asked to respond truthfully each day.

Your and your child's temperature will be taken by the staff member. Any temperature of 100.4 degrees Fahrenheit or higher will exclude your child from attending school.

In order to accommodate physically distanced pick-ups, we ask that when you arrive for your pick-up appointment, please wait for your child on a designated chalk or tape space.

Health and Hygiene Practices

Health Questionnaire

Staff and families will be required to respond to the following questionnaire daily upon arrival. Should any staff or family member respond "yes" to any of the following

questions, the staff member or the child will not be allowed to participate in the program.

- Have you or your child been diagnosed with Covid-19 within the past 14 days?
- Do you or your child live with anyone, or have you or your child had close contact with anyone, with signs of communicable illness including, but not limited to: fever, cough, difficulty breathing, or any flu-like symptoms, or unusual fatigue?
- Do you or your child live with anyone, or have you or your child had close contact with anyone, who has been diagnosed with COVID-19 within the last 14 days?
- Have you or your child experienced any of the following in the past 24 hours: Cough? Runny nose? Diarrhea or vomiting? Shortness of breath? Flu-like symptoms? Fatigue? Fever?(Fever is 100.4F/ 38C or above measured using a forehead thermometer).
- Have you or has your child taken any fever reducing medications in the prior 24 hours?
- Has your child participated in any other childcare, extracurricular or camp programs, large group activity (larger than 10) or done any international travel or travel to highly infected areas?

Signs of Illness During Program

Children will be monitored for signs of illness throughout the day. If your child shows signs of illness, we will immediately separate him or her from the group.

A family member must be able to come pick up your child without delay (within 30 minutes) if they are exhibiting any of the following symptoms:

- Headache or tiredness, unable to participate in routine activities or need more care than staff can provide
- Fever or behavior changes, including but not limited to difficulty breathing, coughing, persistent crying, etc.
- Open sores, rash, signs of infection, etc.
- Runny nose with colored mucus
- Diarrhea or vomiting

A child excluded from the group based on any of the above criteria will not be able to return to All Five until the family speaks with Carol. Please do not arrive for drop off after illness without prior approval. Please expect to keep your child home for at least 24 hours, and possibly longer depending on the symptoms.

Any positive Covid-19 diagnosis of staff or enrolled children will be communicated to all families and staff promptly. Such a diagnosis may cause temporary school closure for cleaning and sanitizing.

Cleaning and sanitizing:

The entire facility is cleaned and sanitized nightly by our regular maintenance staff.

During the day we clean and sanitize materials according to guidelines set by San Mateo County Health Department and the Centers for Disease Control.

We are using a cleaning solution approved by the EPA and designated as effective against Covid-19 virus, as well as 70% isopropyl alcohol spray.

High-touch surfaces are sanitized often throughout the day. Toilets and sink handles are sanitized between each use.

Materials that are mouthed by children are placed in a container to be removed, cleaned and sanitized before the next use, as we have always done.

Nap cots are placed at least 6 feet apart. Each child's cot is used by that child only; and is not touched by other children. Cots are left in the classroom, in their place at all times. One small stuffed animal and the child's blanket can remain on the cot. Cot sheets are washed by staff each weekend.

All food is served individually, on recyclable/disposable trays, with disposable cups and utensils. We have established a distanced seating plan with 7 children on the patio and 6 children inside.

We continue too:

- Monitor all updates on guidance for childcare centers.
- Post signage of COVID-19 risk assessment and preventative measures.
- Restrict visitors including parent visits.
- Implement physical distancing practices including no hugs or shaking hands.

- Teach and model physical distancing greetings.

2020-2021 All Five Covid-Time Admission Agreement

I agree to abide by all guidelines set forth in the All Five Family Handbook Addendum, Covid-19 guidelines, including the following agreements:

- My child will not participate in any other summer camp, summer school, extra-curricular activities or childcare programs.
- My child will have their temperature taken daily and will not be allowed to remain at school if their temperature is over 100.4F/38C.
- I will abide by the check in and check out procedures outlined by All Five staff.
- I or another authorized adult will be available at all times during the program to pick up my child within 30 minutes if staff determine s/he shows signs of illness.
- I understand that, after payment is made, it is non-refundable and non-transferable. This means that should I decide not to participate at All Five, my child is absent from All Five for any reason, or All Five is required to cancel school due to a government ordered shutdown, tuition will not be refunded.
- I understand that all program details are subject to change without advance notice provided.
- I understand that although All Five will take precautions to limit exposure to COVID-19, All Five cannot guarantee that my child will not be exposed to the virus or become ill.

Child's Name _____

Parent's Name _____

Parent's Signature _____ Date _____

Additional Information in the event that a student, staff member or someone close to them contracts Covid-19. All Five will follow these guidelines from the San Mateo County Pandemic Recovery Framework for Schools:

Case, Contact, Contacts to Contact

Public health uses the words Case, Contact, and Contacts to Contact to mean the following within a pandemic context, which applies to the current COVID-19 situation:

- o Case: A case refers to a person who tests positive
- o Contact: A contact refers to a person who has come in close contact with a case
- o Contacts to Contact: Contacts to Contact are people who may have been in proximity to a contact



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Cases and Contact Tracing in the School Community

In general practice, if students, teachers, and staff present with symptoms of fever and/or respiratory infection, send them home immediately. Separate them from others in an isolation space or “sick room” established on campus until they go home.

- When a school has a confirmed **Case**: San Mateo County Health recommends school administrators take the following steps if **one** student, teacher or staff member is confirmed positive for COVID-19:
 - o Provide the district/school leader with a formal exposure notice
 - o Work with the infected individual to confirm they are under medical care and have a plan to self-isolate according to the county health department protocol
 - o Confirm other members of the household who are also part of the school community remain at home in self-quarantine per the county health department guidelines
 - o Take immediate measures to sanitize and disinfect the school property impacted by the case

- o Determine whether cleaning measures can be implemented without temporarily closing the school campus or if temporary closure is necessary
 - o Consult with Health Department officials if needed
 - o Communicate with the school community that a confirmed *Case* has been identified and outline the actions being taken to ensure a safe return to school
 - o Maintain privacy of health and medical information for all individuals at all times per the ADA and FERPA laws
 - o Once steps of the protocol are completed, resume school operations
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- When a school community has a confirmed **Contact**: San Mateo County Health recommends school administrators take the following steps if **one** student, teacher or staff member is confirmed to have been in **direct and close Contact** with someone who is confirmed positive for COVID-19:
 - o Work with the Health Department and the Contact Tracing team to confirm the *Contact* will remain at home in self-quarantine per the county health department guidelines
 - o Take immediate measures to sanitize and disinfect the school property impacted by the *Contact*
 - o Determine whether cleaning measures can be implemented without temporarily closing the school campus or if temporary closure is necessary
 - o Consult with Health Department officials if needed
 - o Communicate with the school community that a confirmed *Contact* has been identified and outline the actions being taken to ensure a safe return to school
 - o Maintain privacy of health and medical information for all individuals at all times per the ADA and FERPA laws
 - o Once steps of the protocol are completed, resume school operations
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- When a school community has individuals, who suspect they may be **Contacts to a Contact**, San Mateo County Health recommends the following steps:
 - o The school principal or district administrator should gather enough information from the individual to confirm their status as a *Contact to a Contact*
 - o Advise the individual identified as a *Contact to Contact* to continue practicing hygiene protocols and to closely monitor their health, staying alert to onset of fever or flu-like symptoms
 - o If the person is not feeling well or is experiencing cold, flu, or other symptoms, they should stay home from school or work and contact their primary care provider

Send students, teachers, and staff who present with fever and/or respiratory infection symptoms home immediately. Separate them from others until they go home. When feasible, identify a “sick room” through which others do not regularly pass.