



Updated Covid-19 Addendum  
For All Five Families

*Current as of August 1, 2021;  
to be updated as new information,  
and county and state directives become available.*

## All Five During Covid-19 Time

Dear All Five Families,

It seems we are facing another year with Covid-19 as part of our lives. Because of that reality, we want to share the practices All Five will continue to implement to mitigate the spread of the virus among our unvaccinated children:

1. All teachers and staff are all fully vaccinated.
2. With the exceptions of toileting, eating lunch and napping, preschoolers will spend their day outside in the yard that has been set up for a full range of learning and growing.
3. Teachers and children continue to wear masks all day, except for during times of eating and napping.
4. We continue to monitor guidance from Community Care Licensing and the San Mateo County Health Department, as well as from community medical professionals, and other early education organizations.
5. Outdoor and indoor spaces are cleaned daily. Indoor spaces are sanitized each evening. Toilet areas are sanitized after each use by a child with 70% alcohol spray.
6. Food is individually plated for snacks and meals.
7. Children with symptoms that may present a risk to other children will not be able to participate at All Five.
8. As you know, information and instructions regarding Covid-19 are 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](mailto:carol@allfive.org).

With gratitude to you all for your support and patience,

Carol

### General Information

Preschool children will continue in one classroom and outdoor area. They will continue to spend the vast majority of the day outdoors. Infants and toddlers each have a separate indoor and outdoor area. When indoors, all classroom windows and doors will be open.

Because our costs are constant, fees are non-refundable. This means that if you decide to not have your child participate for one or more days, or if your child is asked to stay home to prevent a possible illness from spreading, or if All Five is required to close due to unhealthy levels of smoke, a government-ordered shut-down, due to staffing issues, or other, unforeseen circumstances, tuition will not be refunded.

### **Staffing, Students and Daily Schedule**

Every All Five staff member continues to practice recommended mask-wearing in their personal as well as in their professional lives. All staff are vaccinated; we are not requiring staff members to be tested at this time. Onsite staff answer the same questions that families answer, and take temperatures each day as well. If a teacher is ill or her children are ill, only an All Five staff member will substitute. A negative Covid test is required for staff before returning to school.

Only select, vaccinated adults, (therapists family members, volunteers, interns), with masks on, are welcome into the yard or classroom during operating hours.

Children over the age of 2 wear masks, and are supported by teachers for fit and comfort. Children are monitored to be sure they do not overheat.

As mentioned above, the environment at All Five continues to be 90% outside. Sand and water play with soap is offered every day. The rope swing and climbing wall are available in the preschool yard. The mud kitchen features soapy water in the preschool and toddler yards. In the preschool yard, 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. In the toddler program, children wash hands upon arrival, before and after eating and diapering, after coming inside, and before going home. Infants hands are washed upon arrival, before and after eating or having a bottle, and after napping. In the infant and toddler rooms, teachers wash hands even more frequently.

#### **Drop-Off Procedure:**

When you arrive at All Five, put on your own mask, gather your child, mask on if possible, his or her water bottle, backpack with changes of clothing.

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.

Use the onsite scanning code to answer health questions and check in.

### **Additional Health and Hygiene Practices**

#### **Health Questionnaire**

Staff and families are required to respond to the following online 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?
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### 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:

- Tiredness or lethargy (most common sign of Covid-19 in young children), unable to participate in routine activities or need more care than staff can provide
- Fever, headache 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 Jocelyn or 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 use a 70% isopropyl alcohol spray to clean all bathroom areas after each use. The same solution is used for cleaning all other areas that need regular sanitizing.

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. Currently, 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 each weekend.

Food is served individually, on recyclable/disposable trays, with disposable cups and utensils. We have established a distanced seating plan that affords a 3-foot distance between children in the preschool and toddler programs.

### **All Five Covid-Time 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 have their temperature taken daily and will not be allowed to remain at school if their temperature is over 100.4F/38C, or if my child shows signs of illness as outlined above.**
- I will abide by the check in and check out procedures outlined above and updated 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:

- Case: A case refers to a person who tests positive
- Contact: A contact refers to a person who has come in close contact with a case
- 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
  
- 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*

- Determine whether cleaning measures can be implemented without temporarily closing the school campus or if temporary closure is necessary
  - Consult with Health Department officials if needed
  - 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
  - Maintain privacy of health and medical information for all individuals at all times per the ADA and FERPA laws
  - Once steps of the protocol are completed, resume school operations
- When a school community has individuals, who suspect they may be ***Contacts to a Contact***, San Mateo County Health recommends the following steps:
    - The school principal or district administrator should gather enough information from the individual to confirm their status as a *Contact to a Contact*
    - 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
    - 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.