



中英幼兒園
Chinese Bilingual Preschool
5075 Ruffin Road, Suite A, San Diego, CA 92123
TEL: (858)633-2950 FAX: (858)278-8899

September 3rd, 2020

Safety Procedures

- **COVID-19 Test:** All staff are required to get tested for COVID-19 infection to return to work. All staff are required to get the COVID-19 test monthly on a regular basis. Parents and children are encouraged to be tested.
- **Medical/Sickness Policy:** Parents must notify school if your child/children has/have taken any fever reducing medications within 72 hours and must not bring the child/children to school. We will prohibit school access to anyone who presents flu-like symptoms. If your child presents any symptoms while at school, we require them picked up by an authorized family member within one hour or less of notification. To determine when a child/staff returns back to preschool, we are in full compliance with San Diego County Covid-19 symptom decision tree.
- **Hand Sanitizing Policy:** Everyone, including staff, parents, and students, is required to sanitize their hands upon entering and leaving the building.
- **Drop Off and Pick up:** To limit exposure, parents are not allowed access into the classrooms. Guardians and parents will drop off and pick up their children at the school lobby. We recommend parents and guardians bring their own pens when signing children in and out.
- **Temperature Check:** We will check the temperatures of all students and staff upon arrival, throughout the day and at the end of each day.
- **Facial Coverings:** All staff are required to wear face masks while in the preschool. All children, parents and visitors must wear a face covering when entering the facility. During the school day, children can store their facemasks between uses in a clean sealable paper bag or in a clear ziploc bag. The bags should be labeled with your child's name.
- **Gloves:** We will wear gloves when checking temperatures, wiping noses, assisting children with toilet use, during cleaning, and food service.
- **No-touch Thermometer:** We will use a no-touch thermometer on staff and children during entry, exit, and during the day at the preschool. We will wipe the no-touch thermometers with an alcohol wipe after each use.
- **Restrictive Limited Care:** To allow for social distancing at this time, we

will reduce the number of children in each classroom based on the age and size children. Children will stay with the same teacher and/or teacher aide for the entire day. Children are not allowed to mix with other classes. Due to restrictive limited care, please understand that our operating hours are now from **8am to 5pm**. This allows our staff additional time to complete our enhanced cleaning and disinfecting procedures. We strongly encourage parents to comply with staggered drop-off / pick-up times to keep the number of people entering the building to 10 and under to properly observe current social distancing measures. Depending on the issues, we also encourage parents to set up time to speak with us over the phone instead of in person during this time.

- **Classroom:** We will offer more opportunities for individual play and activities that do not require close physical contact between multiple children.
- **Meal Times:** We no longer provide family cafeteria meals. The staff will handle utensils and keep food covered to avoid contamination. We will utilize more tables to spread children out or use name cards to ensure adequate spacing of the children. The staff and children will practice proper hand washing before and after meals. The staff will clean and disinfect trays and tables after meals immediately. After meal service, all dishes and utensils will be washed and sanitized in our dishwasher.
- **School Toys and Personal Items:** The requested school supplies list will be sent out to the parents from your child's teacher(s). The requested school supplies are allowed for children to bring them to the class. Other personal toys and items should be kept at home until further notice. School toys may be shared within the same group of children but must be kept separate from different groups at all times. After school toys are used, they will be separated for sanitizing.
- **Bathroom:** We will teach children to use toilet paper when using the toilet handle before and after each child's use. We will also sanitize the toilet seats and handles after each child's use. Each child will wash their hands after using the bathroom.
- **Napping:** During nap time, sleeping cots are spaced 6 feet apart from each other. We will arrange the head area of each sleeping cot to alternate in opposite directions. We will sanitize mats after nap time.
- **Training Modules:** We will provide training for all staff on maintaining a healthy environment and preventing transmission methods. We will review protocols for enhanced cleaning, introduce to new disinfectant products, and review proper hand hygiene.
- **UV Light Air Filtration:** We will install ozone free UV air filtration units to sanitize and clean the air more effectively. The UV filter destroys microorganisms and harmful pathogens.
- **Facility:** We will perform routine environmental cleaning. We will

routinely clean frequently touched surfaces, such as doorknobs, light switches, countertops with disinfectant.

- **Playground:** Only one group of children should be outside at a time. After a classroom group is finished with the playground, we will thoroughly sanitize the playground before the next class uses it.

- **Notice of Infection:** Please notify us immediately if any member of your household develops a fever and we kindly ask for your child to stay home. If any children or staff member contracts COVID-19, we will follow CDPH's guidelines, contact CDC, report the incident to our local regional office, and promptly notify all parents.

