

COVID-19 Preparedness and Emergency Plan for Robbin's Nest Preschool and Kindergarten

Robbin's Nest Preschool is committed to providing a safe and healthy environment for all our students, parents and staff members. To ensure we have a safe and healthy environment, we have developed the following COVID-19 Preparedness and Emergency Plan in response to the COVID-19 pandemic. ALL Staff members are responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our school and community, and that requires full cooperation among our staff, parents and students. Only through this cooperative effort can we establish and maintain the safety and health of everyone in our facility.

Our teachers are our most important assets. We are serious about safety and health and keeping our teachers working at Robbin's Nest. Staff involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our staff in this process by brainstorming how we can implement the guidelines set by the Child Care Licensing Division, Centers for Disease Control and California Department of Education; and by creating their own class plan of action. A copy of the Guidelines is attached and the Class Plan of Action is posted on our Parent Portal.

Screening and policies for employees exhibiting signs and symptoms of COVID-19:

Teachers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess teachers' health status prior to entering the facility and for teachers to report when they are sick or experiencing symptoms.

- Each staff member needs to take their temperature each morning before beginning work. A no-touch infrared thermometer will be available at the front desk for the staff to use. The temperature reading will be recorded in a daily log.
- Each staff member will fill up a Health Questionnaire beginning of the week unless responses need to be updated during the week then another questionnaire will need to be completed.
- Teachers are required to wear facial covering and gloves especially during bathroom time, meal time or during diaper changing.
- If a staff member is sick or experiencing symptoms while at home, they need to call their health care provider, to consider COVID-19 testing and inform the office immediately.
- If a staff member is sick or experiencing symptoms while at work, they will be isolated in the Staff Room until they are able to go home and seek medical attention.
- Staff may return to work 72 hours after the last fever without taking any fever reducing medication or at least 14 days after, if COVID-19 positive. A medical clearance is not required to return to work, unless the quarantine order came from the Department of Public Health.

Robbin's Nest has implemented leave policies that promote the employee staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. They will be paid two weeks (up to 80 hours) of paid sick leave if they are unable to work because they are quarantined, and/or experiencing COVID-19 symptoms and seeking a medical diagnosis.

Robbin's Nest has also implemented a policy for informing employees if they have been exposed to a person with COVID-19 at the facility and requiring them to quarantine for the required amount of time. A memo will be sent out informing staff and parents about the possible exposure, protecting the identity, health status and health information of the affected employee. Child Care Licensing and Dept. of Public Health will be informed if a staff has tested positive for COVID-19.

In the event a child exhibits any COVID-19 symptoms in the facility:

We will follow the procedure below:

1. Isolate symptomatic children in the West Wing Office, closely monitoring the child's condition.
2. Call parent/s to immediately pick up the child.
3. Child may return to school 72 hours after the last fever without taking any fever reducing medication or at least 14 days after, if COVID-19 positive. A Medical Clearance will be required upon return to school.
4. The Department of Public Health will be contacted, if the child tested positive for COVID-19.
5. The Child Care Licensing will be notified, if the child tested positive for COVID-19.
6. Inform Parents and Staff of exposure, protecting the identity, health status and health information of affected child.

Communications and training

This COVID-19 Preparedness Plan was communicated to all employees and necessary training was provided. Additional communication and training will be ongoing as we continue to get updates from CCLD, CDC, CDE and DPH.