

Busy Bees Preschool, Inc

Pandemic Health & Safety Policy

Dear Parents and Families,

In order to reduce the spread of COVID-19, we have made changes to our Health and Safety Policy. These Policy changes are in line with the recommendations of El Dorado County Department of Public Health, the Centers of Disease Control and Prevention (CDC), and the California Department of Public Health (CDPH). Effective for the foreseeable future, we will be taking extra precautions to ward off Coronavirus. We are taking these extra steps to support the health and safety of your children, your family and our staff.

Please take note of the following changes to our policies and procedures:

Sign-In and Pick-Up

- Parents are asked to take their child's temperature before coming to school. If the child has a fever of 100.4 or above stay home. If the child is sick (see Health Policy in Admissions Agreement and Parent Handbook) keep them home.
- At Sign in and Pick up time our play yard gate will be open. Families will be greeted at the side doors to the classrooms. Parents and other family members will not be allowed inside the facility. Please maintain 6 feet distance from other families while waiting. Prior to parents leaving the site, a trained staff member will conduct a health check. During this process they will be wearing a face mask and will take the temperature of your child(ren) using a touchless thermometer. Parent/caregiver will be asked the following questions:
 - Do you live with or have you had close contact with anyone who has been diagnosed with COVID-19 within the past 14 days?
 - Do you or anyone in your household have a fever, cough and/or shortness of breath?
 - Do you or your child(ren) have any other signs of communicable illness such as a cold or flu?
- Parent/Caregiver should bring their own pen to sign in. Hand sanitizer will be available for parents use before and after sign in.
- Children and staff will be required to wash their hands immediately upon entering the building and hourly throughout the day. When children are received at drop-off, they will be helped to wash their hands before entering play. If we start our day outside they will use hand sanitizer.
- Upon your arrival to pick up your child, a staff member will bring your child out to you at the play yard. Doing so will limit direct contact and help us to maintain social distancing. Parent/Caregiver should bring their own pen to sign out.

Healthy Environment and Physical Distancing

- We will have the same groups of children inside our classrooms. The group size will be within state or local guidelines. Our current group size is 14 max. (Normally we have 18 max)
- We will have more outside activities and when inside will open windows where possible to have air flow.
- We will limit sharing and have toys and manipulatives accessible that are easy to clean.
- We will offer more small group and individual activities.
- Children in different classrooms will always be separated to reduce the possibility of viral transmission.
- Entry to classrooms will be limited to employees only.
- We will implement heightened cleaning and disinfecting procedures.
- Staff will disinfect high-touch surfaces, such as door handles, light switches, faucets, toys and manipulatives that children play with between classes.
- Disinfecting and sanitizing will not be done in the immediate presence of children. Classrooms will be disinfected using a fogger between classes
- We will perform an enhanced deep cleaning every night in all areas, on all touched surfaces.
- Staff will have access to anti-bacterial hand sanitizers and disposable gloves and use them as needed.
- Staff will wash their hands and children's hands a minimum of hourly (noted by the CDC as the most effective preventive measure) using recommended handwashing procedures.
- We will **require** staff to wear masks while at the center when they can't maintain 6 ft distance. Children in childcare centers are exempt from wearing masks.

Snack Preparation & Service

- All surfaces will be disinfected before snack preparation using CDC- or EPA-approved products.
- All staff will wash hands before and after meal preparation.
- Each child's snack will be plated and served by staff, instead of served family-style.

Child Health

- Staff have received education on COVID-19 symptoms as well as preventive measures.
- Children who start to experience symptoms of respiratory illness, including a fever of >100.4 while at Busy Bees, will be isolated from other children and must be picked up immediately.
- Until further notice, all program field trips, special events and classroom visitors will be suspended.
- Children will be taught good hygiene including covering coughs and sneezes and proper handwashing.

Staff Health & Wellness

- Staff will receive additional training on infection control and workplace disinfection.
- Staff will not share their phone, devices, meals or utensils with one another or children.

- Staff will check their temperature at the beginning of each shift and notify the administrator if >100.4 as well as self-monitor for signs and symptoms of COVID-19.
- Staff will wash their hands immediately upon entering the program and immediately prior to leaving.
- Staff will not be allowed to work if they are feeling ill or experiencing respiratory symptoms and may not return to work for 72 hours after a fever of over 100.4 or above.

Tuition

- As long as we are open and your child is enrolled in our program, tuition will be due in full at the beginning of each month. In the event of a necessary closure and acknowledging our fixed costs of doing business there will be no refund of tuition. If the closure extends beyond the current month you will not be expected to pay tuition until we can safely reopen.

Suzanne Jones (Administrator and Owner)