



Reopening Policies & Procedures M5C - Summer Program 2020

On May 11, 2020 M5C began a hybrid program of online classes as well as successfully reopening the school to essential workers during the COVID-19 pandemic. M5C values the health and safety of all our student, faculty and staff and is committed to diligently enforcing our plan to mitigate risk due to the pandemic.

M5C we will continue following CDC guidelines for schools/child care centers as we enter California's Phase 2 Reopening which allows all children to return to child care with enhanced social distancing measures. <http://www.acphd.org/media/577606/alameda-county-health-officer-shelter-in-place-order-businesses-english.pdf>

Wellness Screening & Prevention Protocols

- Temperature checks for all staff members upon entry will be required. All adults on campus must wear a face mask unless they are working alone.
- Face masks are option for children over the age of 2. No child under the age of 2 is allowed to wear a face mask.
- Visitors will not be allowed on campus where children are present.
- Parents agree to not send their child to school if they have a fever or flu like symptoms. Further, no fever reducing medicine should be given to a child before coming to school.
- Staff and children will be monitored for any signs of illness.
- Additional vaccines may be required, including flu and COVID-19 once available.
- Persons with travel history within the last 14 days to an area identified by the CDC as Level 3 will be excluded from school for 14 days. Any travel by airplane by any close family member must be reported to the school to follow risk mitigation measures.
- Persons who have been in close contact with someone diagnosed with COVID-19 will be excluded from school for 14 days from the day of their last exposure.

Arrival and Dismissal

- Parents are not allowed in the building (unless necessary). It is preferred that children are dropped off and picked up by the same person every day, if possible.
- Parents should wash/sanitize hands (and their children's hands) before and after dropping off children.
- A Receiving Table will be set up to greet you at drop-off and pick-up. No car drop-off/pick-up is available at this time.
- Clip boards will replace the sign-in/out binder temporarily and are arranged by program timings: MORNING, EXTENDED DAY and FULL TIME.
- Social distancing at drop-off and pick-up is required and you must bring your own pen to sign your child in/out. Hand sanitizer will be available at arrival/dismissal table.
- Administrators and/or teachers will assist children into the School.

Group Size / Class Size

Arrival:

- Child proceeds to classroom and **wash hands**.
- All child belongings will be labeled and placed in their cubby.
- Limit classroom size to 10 – 12 children in same classroom all day.
- Teachers stay with the same group of children.
- Children groups do not mix during the day.

Hygiene & Cleaning/Disinfecting

- Hand washing or hand sanitizing is required for all children and adults upon entry in the morning and intervals throughout the day.
- Staff will model the importance of healthy hygiene and provide frequent lessons.
- Cleaning of frequently touched items (doorknobs, faucets, etc.) will occur at required intervals.
- Shared materials will be cleaned after each use.
- Deep cleaning and sanitizing of the classrooms will occur daily.

- Fall bathroom cleaning will occur in the evening.

Social distancing with children

Classrooms:

- Classrooms have been redesigned to allow healthy distancing: group tables replaced with individual tables, using shelves as separations, work rugs will be and spaced 6 feet apart.
- Teachers will model how to keep distance.
- Role play during circle time will include: hand washing, proper etiquette for coughs and sneezes, and distance interactions.
- Frequent verbal reminders.

Lessons and Work period:

- Circle will still be part of our morning routine. (New rules will be presented)
- Children will be allowed to sit with space in between each other. (Marks will be made for children to know where to sit).
- Tables and rugs will be moved so that children don't have to be reminded to stay apart from each other.
- All working surfaces will be cleaned or sanitized according to schedule (ex: after each use).
- Teachers have to be proactive and remind children not to put objects in their mouth (cleaning spray and sanitizer spray will be available at all times.) If this occurs please remove promptly to disinfecting "warming area" to temporarily remove that item from use.
- Please keep in mind that activities available have to be washable or able to be disinfected (ex, plastic or wood).

Snack:

- As of May, 2020 parents must bring ALL their child's food (**snack** and lunch). The same snack guidelines apply (one protein, one fruit or veggie).
- Snack has to be prepared by morning teacher and served by same teacher during morning snack. Teacher must wear gloves when preparing and serving. Child must

wash hands before sitting down for snack and are not allowed to serve themselves. A clean plate must be used for each child.

- Water bottles are allowed, but must be labeled and sent home daily for washing. Water bottles will be dispensed by teachers and out of the reach of children.
- Used classroom dishes/utensils will be washed daily in dishwasher. Placemats have to be washed after every use.

Outdoor Play:

- Groups of 10 – 12 children will be separated out on the playground so the groups do not mix.
- Children will use restroom and wash hands before going outside. Hand sanitizer, disinfecting wipes, gloves, ice packs, band aids and accident report booklet/pen available as always. Remind children to keep distance.
- Disinfecting of outdoor play equipment, tables, water fountain will be done daily.
- Limit children in the garden so they are practicing social distancing.
- **Wash hands** upon re-entering the classroom.

Lunch time:

- Children must wash hands before eating lunch.
- Lunch will be served on a one-to-one ratio child to table.
- Teacher must have cleaned tables before having children sit.
- Teachers will wear gloves when assisting children with food. Children will not assist in food preparations.

Nap Time:

- All nap gear will be labeled, assigned teacher will wear gloves to put on bedding on labeled mat.
- Childrens' mats will be laid out 4- 6 feet apart from each other.
- All mats will be disinfected weekly and gloves worn when putting bedding in bag to go home.

Diapering:

- Same procedures apply in that teachers wear gloves during child diapering and replace with a new pair after each child.

Office:

- Handle as much business via email or phone. If you must come into the office, please wear a mask and gloves.
- Tours – A virtual tour is available through our website. Social distancing tours can take place as long as masks and gloves are worn.
- Any questions or concerns should be directed to the Office.

Protocol if COVID-19 is confirmed in a child or staff member:

- Vacate and close off areas used by the persons who is sick.
- Open outside doors and windows to increase air circulation in the affected areas.
- Clean and disinfect all areas used by the person who is sick, such as classrooms, offices, bathroom, and common areas and surfaces.
- Confer with the Alameda County Department of Public Health and CDSS.
- Communicate information to M5C families.
- Close M5C for 2 days for deep cleaning.
- Require a 14-day quarantine for sick person. Require a COVID-19 negative test prior to returning to M5C.

Important Notes:

- We will continue to monitor applicable state and local guidelines and update these procedures as necessary.
- We are adjusting our program design, classroom configuration, and curriculum and staffing to accommodate new COVID-19 health and safety requirements for school.
- We are committed to following best practices for all persons on campus and need the cooperation of all families to follow our guidelines. It is of extreme importance to notify the school of illness and stay home if sickness arises.

- We have increased our janitorial staff and their hours in order to increase sanitizing/cleaning of surfaces/areas.
- Children will spend more time outdoors and windows will remain open in classrooms as much as possible to increase fresh air.
- Gathering at school while following all protocols set in place still presents risk to students and staff, so please leave the school grounds promptly after drop-off and pick-up.

Thank you, we'll all get through this together!