

# Pandemic Policy

COVID-19 RESPONSE  
MISSION LUTHERAN SCHOOL

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## *Child care is a critical part of the public health emergency response team*

### Introduction

The virus is thought to spread primarily from person-to-person.

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- Some studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Knowing these facts, Mission Lutheran School (MLS) has implemented many new safety measures for families, children, and staff to follow so that we are an important part of reducing the spread and keeping everyone as healthy as possible.

### Social Distancing Strategies

MLS staff and families will work with OC Public Health, the CDC and Community Care Licensing guidelines to determine a set of strategies appropriate for our center. We will use preparedness strategies and consider the following social distancing strategies that may/may not be implemented at some point of time during Covid-19

- Whenever possible, our classes should include the same group each day, and the same child care providers should remain with the same group each day.
- Cancel or postpone special events such as book fairs, holiday events, and special performances.
- Consider whether to alter or halt daily group activities that may promote transmission.
  - Keep each group of children in a separate room whenever possible.
  - Limit the mixing of children, such as staggering playground times and keeping groups separate for special activities such as art, music, and exercising.

### Guideline for onset of illness at MLS

#### Child

- If a child becomes sick during the day, the teacher will remove the child to the Youth Room, where the child will be kept comfortable and observed until the family can arrive.
- The family will immediately be called and a request for immediate pick up will be made.

#### Employee

- Employees who appear to have symptoms (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day should immediately be separated from children, co-workers, parents, and be sent home.
- If an employee is confirmed to have COVID-19 infection, administration will inform parents, fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The fellow employees and families should then self-monitor for symptoms (i.e., fever, cough, or shortness of breath).
- Community Care Licensing and OC public Health will be called.

## Guidelines for onset of illness while at home

### Child

- If a child becomes sick at home with any symptoms, cough, fever, muscle aches, generally not feeling well, we ask that you notify us and keep your child at home. Follow our current illness policy to understand the return to school policy. If symptoms are consistent with Covid-19, please phone your child's pediatrician and ask for guidance. Please phone us and share that guidance so that MLS will know how to proceed with our next steps of notifying the proper and required people, and/or authorities.

### Employee

- Stay home: Most people with COVID-19 have mild illness and are able to recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- Stay in touch with your doctor
- Stay away from others: as much as possible, you stay away from others. You should stay in a specific "sick room" and away from other people and pets in your home. Use a separate bathroom, if available.
- If you develop emergency warning signs for COVID-19 get medical attention immediately. Emergency warning signs include:
  - Trouble breathing
  - Persistent pain or pressure in the chest
  - New confusion or inability to arouse
  - Bluish lips or face

### Family member

- If caring for a sick household member, follow recommended precautions and monitor your own health
- Have the person stay in one room, away from other people, including yourself, as much as possible.
  - If possible, have them use a separate bathroom.
  - Avoid sharing personal household items, like dishes, towels, and bedding
  - Have them wear a cloth face covering (that covers their nose and mouth) when they are around people, including you.
  - If the sick person cannot wear a cloth face covering, you should wear one while in the same room with them.
  - If the sick person needs to be around others (within the home, in a vehicle, or doctor's office), they should wear a cloth face covering that covers their mouth and nose.
- Wash your hands often with soap and water for at least 20 seconds, especially after interacting with the sick person. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth.
- Every day, clean all surfaces that are touched often, like counters, tabletops, and doorknobs
  - Use household cleaning sprays or wipes according to the label instructions.
- Wash laundry thoroughly.
  - If laundry is soiled, wear disposable gloves and keep the soiled items away from your body while laundering. Wash your hands immediately after removing gloves.
- Avoid having any unnecessary visitors.
- For any additional questions about their care, contact their healthcare provider or state or local health department.

## Keep surfaces disinfected

- Disinfectants and sanitizers should be left on surfaces to air dry and not be wiped off. Consult the manufacturer label for more instructions.

## Children/Staff who have had close contact with a person with symptoms or diagnosed with COVID-19

- Children who have symptoms must stay home
- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home.
- Sick employees should follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC recommended precautions.

## Children/Staff with COVID-19 who have home isolated can stop isolation with these conditions

- If a test will not be administered to determine if you are still contagious, children and staff can return to MLS Center after these three things have happened:
  - No fever for at least 72 hours (that is three full days of no fever without the use medicine that reduces fevers)
  - other symptoms have ceased (cough, shortness of breath, etc.)
  - at least 7 days have passed since symptoms first appeared
- If a test is required to determine if person is still contagious, children or staff can return to MLS after these three things have happened:
  - No fever (without the use medicine that reduces fevers)  
AND
  - other symptoms have ceased (cough or shortness of breath)  
AND
  - Received two negative tests in a row, 24 hours apart. Your doctor will follow CDC guidelines
- Persons with laboratory-confirmed COVID-19 who have not had any symptoms may discontinue isolation when at least 7 days have passed since the date of their first positive COVID-19 diagnostic test and have had no subsequent illness provided they remain asymptomatic. For 3 days following discontinuation of isolation, these persons should continue to limit contact (stay 6 feet away from others) and limit potential of dispersal of respiratory secretions by wearing a covering for their nose and mouth whenever they are in settings where other people are present. In community settings, this covering may be a barrier mask, such as a bandana, scarf, or cloth mask. The covering does not refer to a medical mask or respirator.

## If MLS has a case of Covid-19

- MLS will notify families and staff of the exposure
- MLS will report the confirmed case to the local health department and follow their specific guidelines
- MLS will report the confirmed case to the state Department of Public Health
- Determine the date of symptom onset for the child/staff member
- Determine if the child/staff member attended/worked at the school while symptomatic or during the 2 days before symptoms began
- Identify what days the child/staff member attended/worked during that time
- Determine who had close contact with the child/staff member at the program during those days.
- Close off areas used by the individuals with COVID-19

- Exclude the children and staff members who are determined to have had close contact with the affected/child/staff member for 14 days after the last day they had contact with the affected/child/staff member
- Wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets.
  - Open outside doors and windows to increase air circulation in the area.
  - If possible, wait up to 24 hours before beginning cleaning and disinfection. If 24 hours is not feasible, wait as long as possible
  - Clean and disinfect all areas used by the sick person, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, and remote controls.
  - If more than 7 days since the sick person visited or used the facility, additional cleaning and disinfection is not necessary. –
  - Continue routine cleaning and disinfection
    - When cleaning•
      - Wear disposable gloves for all tasks in the cleaning process, including handling trash.
      - Gloves should be removed carefully to avoid contamination of the wearer and the surrounding area.
      - Wash your hands often with soap and water for 20 seconds.-Always wash immediately after removing gloves and after contact with a sick person.

## Dismiss students and staff for 2-5 days

This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school. This allows the local health officials to help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

- Local health officials’ recommendations for the scope and duration of center closure will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.
- During center closure, any extracurricular group activities will be cancelled.
- Discourage staff, students, and their families from gathering or socializing anywhere. This includes group child care arrangements, as well as gathering at places like a friend’s house, a favorite restaurant, or the local shopping mall.
- A short-term dismissal will not include the stopping or reduction of tuition. Should the center be closed for more than 5 business days, tuition reduction/stopping will be addressed.

## Health Screening of Children/Staff

- All children and staff are required to be screened for any observable illness, including cough or respiratory distress, and to confirm temperature below 100.4 degrees upon arrival every day until further notice. If a child is excluded from care because of fever, cough, or shortness of breath, the child must be symptom free for 48 hours to return to care. There is no reduction of tuition for this time period.

## Child

- Perform hand hygiene once in the classroom
- Staff will wear a mask and gloves while checking child’s temperature upon entrance.
- Check each child’s temperature upon arrival. Currently, as of May 13, 2020, a fever is considered 100.4 degrees
- Thermometer must be disinfected before and after use of checking child’s temperature unless a non-contact thermometer is used.

- Staff can protect themselves by wearing an over-large button-down, long sleeved shirt and by wearing long hair up off the collar in a ponytail.
- Staff should sign off on Student/Staff Arrival Questionnaire

### Staff member

- Staff are expected to arrive at least 5-10 minutes early than their scheduled shift and check in at the main entrance for health screening
- Staff should answer the questions on Student/Staff Questionnaire once their temperature is taken

### Arrival of children

- We may stagger arrival and drop off times and/or have child care providers come outside the facility to pick up the children as they arrive. *As of 5/13/20 this is not in effect but may happen with notice to families*
- We may plan for curbside drop off and pick up should limit direct contact between parents and staff members and adhere to social distancing recommendation. *As of 5/13/20 this is not in effect but may happen with notice to families*
- If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk for severe illness from COVID-19
- Parents are required at this time to always wear a mask when on campus. They should use the Hand Hygiene Station set up at the entrance of the facility and clean their hands before they enter.
- Check each child's temperature upon arrival. Currently, as of 5/13/20, a fever is considered 100.4 degrees. Families also need to comply with daily questions of child's exposure to Covid-19, and if child has any of the identified symptoms set by the CDC guidance, the child will not be permitted to attend. Attendance will be denied for a minimum of 48 hours following.
- Staff will help children with hand washing once in the classroom
- Staff will take child's lunch from family, wipe down the outside of the lunchbox with soapy water, then wipe the bottom with "Clean Smart" and leave outside the classroom or put in individual cubbies. Please do not put the lunch box/bag down on the counters or tables only in the bids at the check in table.
- Children will not be allowed to bring backpacks, toys from home, or other personal belongings into the center. Fresh bedding must come laundered and in a plastic grocery bag each Monday (or the first day of the week that your child attends) and put in nap cart in the hallway.
- Car seats may not be left at school.
- Class size (*currently as of 6/29/2020*) is 1:10

### Arrival of Staff

- Bring into the school as little as you possibly will need for the day.
- Spray the soles of your shoes with bleach and water or "Clean Start" before entering classroom.
- Wash hands immediately upon arrival in the classroom.
- Spray your lunch bag down with "Clean Smart" and place in refrigerator
- Put other items away
- You may choose to take your outside shoes off prior to entering MLS and place in a bag intended for those shoes only. Put on your "center shoes" once in the classroom.

### Departure of Staff

Once all children have departed and center is cleaned

- Use a glove to remove any more garbage to the dumpster
- Wash hands and take off "center shoes"; put your outside shoes on once outside of the building.
- Take all belongings home daily.

## Various times of the day

- All children's napping items, inside shoes, extra clothes are to stay at the center for the week to reduce the transmission of Covid-19 from home to school
- Keep classroom size as small as possible.
- At nap time, ensure that children's cots are spaced out as much as possible, ideally 6 feet apart. Continue to practice head to toe to further reduce the potential for viral spread.
- Children's books, like other paper-based materials such as mail or envelopes, are not considered as a high risk for transmission and do not need additional cleaning or disinfection procedures. We do encourage a light wipe down of disinfectant throughout the day only when safe and without children present
- Break room will have a bleach type of spray bottle for staff to use before and after use of table.
- No touch trashcans in classrooms instead of cans that require a hand to touch

## Midday cleaning

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use disinfectant. Follow the instructions on the label to ensure safe and effective use of the product.
- Keeping surface wet for a period of time one-three minutes
- Precautions such as wearing gloves during use of the product with no children present.

## Soft surface Cleaning

For soft surfaces such as carpeted floor, rugs, and drapes

- Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
- Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely

## Electronics

For electronics, such as tablets, touch screens, keyboards, and remote controls

- Consider putting a wipeable cover on electronics.
- Follow manufacturer's instruction for cleaning and disinfecting.
- If no guidance, use alcohol-based wipes or sprays containing at least 60% alcohol. Dry surface thoroughly.

## Laundry

For clothing, towels, linens and other items

- Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
- Wear disposable gloves when handling dirty laundry from a person who is sick.
- Dirty laundry from a person who is sick can be washed with other people's items.
- Do not shake dirty laundry.
- Remove gloves, and wash hands right away.

## Clean and Sanitize Toys

- Toys that cannot be cleaned and sanitized should not be used.
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize and air-dry.
- Be mindful of items more likely to be placed in a child's mouth, like play food, dishes, and utensils.
- Machine washable cloth toys are not to be used during Covid-19 or must be laundered as soon as a child finishes playing with it. Stuffed animals are put away for now.
- Do not share toys with other groups, unless they are washed and sanitized before being moved from one group to the other.
- Set aside toys that need to be cleaned. Place in a large bin marked for "Used" toys. Washing with soapy water is the ideal method for cleaning. Try to have enough toys so that the toys can be rotated through cleanings. These toys will be washed after the children are dismissed.
- Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.

## Children during nap time

It is important to be able to comfort crying, sad, and/or anxious children during nap time.

- Staff can protect themselves by wearing an over-large button-down, long sleeved shirt and by wearing long hair up off the collar in a ponytail
- Staff should wash their hands, neck, and anywhere touched by a child's secretions.
- Staff should change the child's clothes if secretions are on the child's clothes. They should change the button-down shirt, if there are secretions on it, and wash their hands again.
- Contaminated clothes should be placed in a plastic bag or washed in a washing machine.
- Children and staff should have multiple changes of clothes on hand in the childcare center
- Staff should wash their hands before and after handling children's personal items.

## Hand washing

All children, staff, and volunteers should engage in hand hygiene at the following times

- Arrival to the facility and after breaks
- Before and after preparing food or drinks
- Before and after eating or handling food, or feeding children
- Before and after administering medication or medical ointment
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid
- After playing outdoors
- After handling garbage
- After blowing one's nose, coughing, or sneezing
- After using the restroom
- Before coming in contact with any child
- After touching or cleaning surfaces that may be contaminated
- After using shared equipment like toys, computer keyboards, mouse, scissors, pens. etc.
- All staff and children must adhere to regular hand washing with soap and water for at least 20 seconds

- Turn water on and wet hands, remove from water
- Add soap to hands and create friction to make bubbles
- Scrub for 20 seconds, sing Happy Birthday or ABC's
- Rinse hands under running water
- Dry hands with single use paper towels
- Turn off faucet with paper towels

### Alcohol based sanitizers

Use of an alcohol-based hand sanitizer should only be practiced when soap and water method is not available

### Respiratory Hygiene

- All staff should coughs and sneezes with tissues or the corner of the elbow
- Encourage children when appropriate to cover coughs and sneezes with tissues or the corner of the elbow
- Dispose of soiled tissues immediately after use

### Eliminating transmission points

- Reduce common touch points by opening internal doors where possible.
- Install all no-touch disposal receptacle or remove lids that require contact to open for non-hazardous waste containers unless doing so creates an unsanitary environment.
- **Frequent cleaning of all touch points.**
- Secure all secondary doors and access points to minimize incidental contact.
- Recommended to provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down.
- Staff should not share phones, desks, or other work tools and equipment, when possible. If shared, clean and disinfect equipment before and after use.
- Employees should clean their personal workspace at the beginning and the end of every shift.
- If a sick employee is suspected or confirmed to have COVID-19, follow the CDC cleaning and disinfection recommendations.

### Meetings staff, board of directors

Meetings that require close contact should be postponed during Covid-19 unless a large outdoor space is available for social distancing.

### Essential functions and reliance that the community may need us for our services

- MLS is prepared to change our business practice to maintain critical operations this may include enrolling on a temporary basis, child of various ages of essential personal
- MLS will identify alternate supply chains for critical goods and services. Some goods and services may be in higher demand or unavailable. If for some reason there is not adequate PPE for a child care center, cleaning supplies, paper supplies, the director or her designee will close the center until proper materials have arrived
  - Currently, the best defense to Covid-19 is hand washing therefore, using gloves all day everyday could become the false security therefore gloved hands will be reserve for the following times
    - Temperature checks
    - Universal Precautions
    - Nose blowing
    - Garbage removal

- The Director or her designee will communicate often with companies including fire and safety that enter the building about the importance of sick employees staying home.
  - MLS procedure for these persons to enter the school or office building
    - Visitors conducting business must wear a mask
    - Director or her designee will take visitors temperature
    - The visitor will complete a questionnaire form

## Center Family/Staff Communication Plan

- Communication is important for all center staff and families. Regular communication will continue through the director or her designee and staff as well as face to face.

## Determine how MLS will operate if absenteeism spikes amongst staff

While assuring that same staff person is to remain with the same children over the course of the day it is understandable that absenteeism may increase in employees, those who stay home to care for sick family members, and those who must stay home to watch their children if dismissed from childcare programs and K-12 schools.

- MLS will plan to monitor and respond to absenteeism at the workplace to provide consistency for families and children
- Implement plans to continue our essential business functions in case we experience higher than usual absenteeism.
- We've cross-trained staff to perform essential functions so the workplace can operate even if key employees are absent.

## Tuition

- Tuition will be collected when MLS is open and operating.
- Children who are enrolled but whose parents have asked that we hold their spot can pay monthly rate until they are ready to return or can opt to have classes online.

## Staff/Student Arrival Health Questionnaire

Please help us to protect your children and others by answering the questions on this form regarding symptoms of COVID-19 immediately upon entry to MLS. Temperatures will be checked upon arrival and again if the child seems symptomatic during the day. Parents and staff are required to wear masks while on campus and parents and visitors are not allowed in classrooms at this time.

Each day you will be asked these questions upon arrival. If your child has **any symptoms** on this form, we cannot allow your child/family to enter until your symptoms have resolved.

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\*If you, a member family living with your child, or your child has traveled outside the state of CA please notify us for additional guidance\*

1. Has your child or close family member had a fever of 100.4 or more this past week?
2. Has your child or close family member had cough/shortness of breath or difficulty breathing, sore throat, muscle or body aches, headache, fatigue, new loss of taste or smell, nausea, vomiting, diarrhea in this past week?
3. Has anyone in your family or anyone you have had close contact with been diagnosed with Covid-19 in the past 14 days.

## Acceptance of new procedures for children/families/staff

### Mission Lutheran School

Anyone who has children enrolled in the school must read, sign, agree and follow the policy and procedures in order to be participating in our (MLS) programs.

I have read and fully understand MLS's policy and procedures for Covid-19. I also understand that this document can be changed at any time with or without notice by the director her designee or the Church Council as dictated by the onset of new challenges or in compliance with OC Public Health agency, Community Care licensing and the CDC.

I understand that the safety, health and the well-being of children, families, and staff rely on my due diligence to keep myself and family following Social Distancing rules set by the State at any given time.

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Parent Name (Please Print)

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Parent Signature

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Date

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Directors Signature