

## Pending Addendum to outbreak management and pandemic planning guidelines for COVID-19

The purpose of this document is to provide a concise reference to current mandated and best practice guidelines for the outbreak and management of the Coronavirus illness per the Ohio Department of Job and Family Services. The information presented below will supersede policies in our Parent Handbook while under Pandemic conditions.

### **Step#1 How to drop off your child:**

- Drop off procedures
  1. We will adjust where you will be dropping off your children per the following locations:
  2. Two's and Three's will use the preschool front entrance.
  3. Four's will use the back-(playground) entrance.
  4. Young Five's will use the Front Office entrance (siblings use the entrance of the younger child).
  5. We ask everyone to observe six feet of social distancing while waiting to check in with staff; observe the physical cone guides.
  6. All staff and children will have their temperature taken with a no-touch thermometer as they arrive each day. Staff will ask each parent/caretaker to confirm the child does not have shortness of breath or cough.
  7. The school will immediately send home any staff and child with a temperature of 100 degrees or higher.
  8. Staff or children sent home shall not return until they have been fever-free without the use of fever-reducing medication for at least 72 hours.
  9. Please do not bring sick siblings to the preschool for drop off or pick up.
  10. A mask is required for the parent/caretaker at drop off and pick up.
  11. Masks are required for all preschool children except those children under the age of two.
  12. For your information, all school staff have all been fully vaccinated.

### **Step #2 How to pick up your child:**

- Pick up procedures
  1. Please come in to the building and pick up your child at their classroom!
  2. Again, a mask is required for the parent/caretaker at pick up.

### **Step#3 How are we keeping your child safe during the day.**

- All staff and children will wash hands upon entering a classroom and frequently according to rule 5101:2-12-13.
- Hand sanitizer should be kept out of the reach of children and only children 24 months and older may use hand sanitizer.
- Rigorous sanitizing and disinfecting (using an asthma-free sanitizer) of toys/furniture//indoor gym will take place by the staff.
- Preschool classrooms, hallway floors and restrooms will be professionally cleaned every day.
- All carpets and area rugs are professionally cleaned before preschool begins.

#### **Step #4 Testing positive for COVID-19**

1. Staff or child tests positive for COVID-19, must complete the fourteen day isolation or quarantine procedures in coordination with the Dayton Montgomery County local health department prior to returning to the preschool.
2. Staff or child who has a fever and in contact with someone confirmed or probable to have COVID-19, must complete isolation and quarantine procedures as well.
3. When a child meets the COVID-19 exclusion criteria, the child will be isolated in a separate room until they are taken home. If the child is under the age of two and does not have a mask on, a child's mask will be provided.
4. The program shall notify Ohio Department of Job and Family Services (ODJFS) by the next business day in the Ohio Child Licensing and Quality System (OCLQS) as a serious incident, and the Dayton Montgomery County local health department.
5. All parents will be notified by a letter through email.