



Health and Safety Operating Guidelines in Response to COVID-19

The San Francisco Shelter in Place Order provides the following social distancing rules “to the extent possible” for operating child care centers: (1) no more than 10 children in a group; (2) no co-mingling of care providers or children between groups; (3) each group should be in a separate room.

TLES practice in the infant and toddler rooms are already compliant with a maximum capacity of 10 children in each room. The infant and toddler rooms have their own indoor and outdoor classrooms.

The preschool room has a maximum capacity of 24 children and have historically commingled in the large preschool room throughout the day. In accordance with the Department of Public Health (DPH), the Office of Early Care and Education (OECE), and Community Care Licensing (CCL) guidelines, we will now have a maximum capacity of only 10 children. TLES has changed the current layout of the preschool room in order to create two separate preschool rooms to increase capacity. The preschool will have designated times throughout the day so children will be able to access their indoor and outdoor classrooms at different times to prevent commingling.

TLES is also making a number of other adjustments to its operations, policies, and procedures to keep our families and our teachers as safe and healthy as we can during this time. These changes are described below. We ask that you please review this memorandum and talk with your child about any changes that will impact their day-to-day experience at TLES, so that they are adequately prepared for the changes.

These changes are a work in progress. These policies and procedures may change based on guidance we receive from the San Francisco DPH, the San Francisco OECE, and CCL with whom we will be partnering to continue offering childcare during this time and what to expect at TLES during Shelter in Place.

1) Reduced school hours 7:45am-4:45pm

We will reduce school hours from 7:45 - 4:45 pm. All full-time staff on site during these hours will enable the new restricted pick up/drop off procedures described below. This allows staff to support a more rigorous disinfecting / sanitizing schedule throughout the day as well.

2) Changes to pick up/drop off procedures

In order to limit the number of individuals coming in and out of the facility, a staff member will be present near the front and back gates at drop-off time (7:45-8am) to welcome the children and escort them to their respective classrooms. Families in the Infant and Toddler programs will text their primary teachers upon arrival. For later drop-offs, families will call the school or ring the doorbell for assistance. Staff members will have a sign-in sheet with them for parents to sign. Parents should bring their own pen to use to sign the sheet.

Please prepare for a longer wait time for pick up / drop off as a result of daily health checks for each child and transitions in and out of classrooms. Parking may not be easily accessible. Please keep in mind that children may not play in the preschool yard at pick up / drop off.

There will be two pick up / drop off areas. Infant and Toddler families will pick up / drop off at the main entrance of

the school. Coyotes will use the main entrance as well. Seawolves will now use the back entrance to the school, located near the grassy area in between Building 11 and the Hoptel.

3) Daily staff-parent communication

TLES staff will continue to provide quick in person check-ins at drop off / pick up times. Parents should also email Joanna and text / email their primary teachers with any information they want the teachers to know. Staff will also provide any information on happenings throughout the day via text / email.

For parents in the Infant and Toddler Rooms, who ordinarily fill out a daily sheet with info about their child that day, Infant and Toddler Room staff will send an electronic copy of the Daily Sheet to parents by text, or through the room iPad upon request.

The Preschool will provide weekly lesson plans via email.

4) Required daily health check for all students and staff

At-home well checks should be conducted for all staff, family members, and children prior to leaving home. Parents must check their child every day for signs that they are becoming ill, and keep them home if there is any indication that they are under the weather.

The sign-in process will now include a quick health screening (including temperature reading), and agreement from every parent that they have not observed a fever, cough, runny nose, or breathing difficulties within the last 24 hours. This information will also be documented in each program's wellness logs.

5) Suspended open-door policy, school tours, and altered transition policy

TLES will suspend our open-door policy for parents during the pandemic. A parent that needs to visit their child during the day should arrange for a staff member from their child's room to bring them outside at an appointed time.

In person school tours will also be suspended at this time. TLES will provide virtual tours.

With regard to transitions for new families, we will continue to follow the TLES transition protocol, however parents will no longer be able to enter the school during their child's transition.

6) Separate staff and children in different classrooms and spend more time outside

Children (siblings included) may not visit other classrooms. We will no longer commingle. Staff will maintain at least 6 foot distance from one another, may not enter other classrooms, except as necessary to access the bathroom, breakroom, or Joanna's office.

Among classrooms, teachers will do what they can to support social distancing between children and limit large-group activities, such as group time. In order to encourage physically distancing of children within classrooms, we will utilize indoor and outdoor spaces as much as possible. We will also promote daily walks / hikes multiple times throughout the day as well. We encourage parents to send their children to school with plenty of layers, rain gear, etc., so that they can comfortably spend time outside in an effort to create more distance between the children. Parents will also provide a mask for their children (ages 3-5)

7) COVID-19 exposure circumstances that require notification and exclusion from

TLES

Parents and staff are to notify Joanna immediately in the event if any of the following circumstances applies:

- A staff member, parent, or child has a confirmed case of COVID-19
- A staff member, parent, or child has been in "Close Contact" with an individual who has a confirmed case of COVID-19

Close Contact includes any instance of a confirmed case of COVID-19 among individuals who live in the household with the staff member, parent, child or other individuals living outside of the household who care for the child. Close contact also includes contact with any individual if the following circumstances are met:

- Staying within 6 feet of a person diagnosed with COVID-19 for more than 20 minutes while the person with COVID-19 was not wearing a facemask, or having direct contact with their body fluids or secretions without PPE.

In both circumstances outlined above, a staff member, parent, or child cannot attend TLES until they meet the return requirements outlined below.

Requirements for returning to TLES following confirmed COVID-19 case or close contact exposure

A staff member, parent, or child with a confirmed case of COVID-19 may only return to the facility once they meet the current recovery criteria established by San Francisco Health Department:

- 3 days in a row without a fever and no use of fever-reducing medication
- At least 3 days of improved cough or shortness of breath if you had these symptoms, AND
- It has been at least 10 days since your first symptoms started

When a staff member, parent, or child has had close contact with a confirmed case of COVID-19, they may return once 14 days have elapsed since the last contact with the individual who had a confirmed case of COVID-19

8) Increase hand washing and use of hand sanitizer throughout the day

TLES has always had a practice of having staff and children wash their hands throughout the day. Staff and children will continue to wash hands upon entering school, after each transition inside / outside, before and after eating, and after toileting. Soap and water is available in each indoor classroom, all bathrooms, and kitchen.

Sanitizer may be used (but not required) after hand washing and only on children ages 3-5 years old. Sanitizer is available in the drop-off / pick-up areas, all indoor and outdoor classrooms and office.

9) Increase frequency and scope of disinfecting / sanitizing around facility

The cleaning policy in each classroom and across the facility has been changed to require sanitizing of all surfaces (including door knobs, faucets, countertops, etc.) at regular and frequent intervals throughout the day (every 2 hours). This will be documented on a disinfecting / sanitizing log located in each classroom. In addition, the janitorial staff will clean, disinfect and sanitize. The janitorial staff will provide additional disinfecting procedures indoors and outdoors twice a month.

Staff understands this is an important part of their job and will be responsible for regularly cleaning all surfaces. In addition to children having their own personal classroom materials available to them, shared classroom materials the children have been in contact with will also be cleaned and sanitized daily.

TLES uses different products to clean, disinfect, and sanitize regularly. Sanidate is used for counters, tabletops, doorknobs, faucets, and classroom / office materials. Oxivir is used for diaper changing tables and all bathrooms.

10) Use of personal protective equipment (PPE) throughout the day

TLES staff will continue to wear masks at all times throughout the day, both indoors and outdoors to prevent spread of COVID-19. Staff will continue to wear gloves during toileting and meal preparation.

For children ages 3-5, please provide your child with their own personal mask to wear throughout the day. All preschool children are encouraged to wear their masks at all times, but specifically when leaving the facility to go on walks around the SFVA Campus and Lands End.

11) Changes to bathroom use

Preschool children will remain free to use the bathroom on demand, but we will offer toileting opportunities for groups at designated times to reduce “free flow” of children to bathrooms. We will have the toddlers use the smaller potties in their classroom and will no longer use the children's bathroom in preschool until further notice. Staff will continue to sanitize children's bathrooms (and adult bathroom) after each use and throughout the day.

12) Food preparation by staff

Staff will continue to serve and prepare meals for children in the Infant Program. Staff will continue to help serve, but no longer prepare morning and afternoon snacks in the Toddler and Preschool Programs. Families will bring in enough food sufficient to feed their child throughout the day, so that teachers need not prepare and handle the children's food.