



St. Matthias Preschool

Readiness Plan 2020

ST. MATTHIAS PRESCHOOL SOCIAL AND PHYSICAL DISTANCING GUIDANCE AND HEALTHY PRACTICES IN RESPONSE TO THE GLOBAL CORONAVIRUS (COVID-19) PANDEMIC.

Our Preschool Readiness Plan is inclusive of the required guidelines collaboratively set forth by the California Department of Social Services (CDSS-**Licensing**) and the California Department of Education (CDE) (2020 PIN 20-06-CCP and PIN 2011-CCP). The Center for Diseases Control and Prevention (CDC) San Mateo County Public Health and Archdiocesan guidelines were also integrated accordingly.

St. Matthias Preschool will continue to provide quality early education, care and supervision to children of all families; including our essential workforce who play a key role in helping to stop the spread of COVID-19 within our communities. We are committed to ensure that our preschool facility and program operation provides the utmost healthy and safe Preschool environment for children, staff and families in accordance with official mandates to prevent exposure to the virus.

We will comply with more rigorous requirements if ordered by federal, state, county and the SF Archdiocese. Preschool program practices are also subject to change based on the examination of pragmatic experiences which warrant adjustments needed to support the best interest of the children and preschool without compromise to state, county and Archdiocesan mandates.

Due to the fluid nature of the health crisis and rapidly changing guidance, federal, state, county and Archdiocesan updates will continue to be closely monitored. In the event guidelines would become more or less restrictive, program addendums will be produced to reflect accordingly and attached to the St. Matthias Preschool Readiness Plan

TABLE OF CONTENTS

Readiness Plan - Acronyms	3
Proposed Reopen Date	3
Blessing of the Preschool	3
Preschool Hours of Operation (Temporary Modified Hours)	4
Preschool Tuition	4
Preschool Enrollment Capacity (36-55)	4
Teacher/Child Ratio	4
POD Group Size	4
Social Distancing And Curriculum	5
Social and Physical Distancing Requirements	5
Age Appropriate Faith Formation	8
Practice Healthy Hygiene	8
COVID Principles for Children	10
Drop Off and Pick Up	10
iHealth Thermometer	10
Procedure for When Children Become Ill At School	13
Healthy Hygiene and Cleaning/Disinfecting	13
Examine your Environment (to be categorized with environment)	13
Classroom Toys	14
Playground Sanitization	14
Clean and Sanitize Toys	14
Cal/OSHA Requirements	15
Meal Times	16
Toothbrushing	17
Bathroom	17
Personal Items	17
Napping	17

Clean and Disinfect Bedding	18
Masks For Teachers	18
Children's Face Masks	18
Staff Trainings And Meetings	19
Staff Training To Support Reopen Plan	19
Staff Training on Age Appropriate Faith Formation.	19
Staff Schedule For Implementation of Readiness Plan	19
Staff Meetings-Via Video Conference Tool, Google Meet	20
Parish Admin, Finance Council, Pastoral Council and Parent Advisory Board Meetings	20

Readiness Plan - Acronyms

- **G=** Guidelines created by Community Care **Licensing** (CCL) and CA Dept of Ed (CDE) Center for Disease Control and Prevention (CDC) and SMC Public Health to support Social Distancing and/or Department of Catholic Schools.
- **P = Preschool Plan:**
Preschool Plan which conforms to Licensing guidelines.
- **P+ =** Added safety guidelines created by Preschool to support social distancing.

Proposed Reopen Date

Tuesday, September 8, 2020

Blessing of the Preschool

Prior to opening, Fr. Dave will be physically present to **Bless** the Preschool.

My Prayer: **Lord**, guide us with your **Grace** and please look down upon St. Matthias Preschool to protect all who enter. Please keep us safe and healthy as a Preschool Family. Help us not to be fearful as we move forward in **Faith** to serve your children and families during this Pandemic. We pray for all schools who may not have looked to you for guidance and ask that you Bless

and watch over them. May this experience strengthen their ***Faith in You.*** In ***Jesus' Name, Amen.***

In support of social distancing, the Blessing can occur any day leading up to the Preschool's opening day or on the morning of opening day, but prior to the arrival of children, families and staff.

Preschool Hours of Operation (Temporary Modified Hours)

As a result of the community and Global COVID-19 Pandemic, St. Matthias Preschool will reduce program hours unless otherwise modified by Fr. Dave Ghiorso. Temporary Preschool operating hours will be 9-hours per day: 8:30 AM to 5:30 PM.

Preschool Tuition

Preschool Tuition is proposed for a 9-hour per day and 5 days per week (No 4-day option): \$1,800 per month.

When program returns to normal hours of operation at 7:30 AM to 6:00 PM, the \$1,800 per month tuition will remain the same.

Preschool Enrollment Capacity (36-55)

G: All Licensed Preschool Programs/Child Care Centers should adhere to the following teacher/child ratios and group size outlined below for prevention, containment, and mitigation measures. Follow the group sizes in the chart below, unless more restrictive group sizes are required by the federal, state, county or SF Archdiocese..

Teacher/Child Ratio	POD Group Size
3 years to Kindergarten entry 1:8	8

Four Classrooms	36-55
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G: Children should remain in groups as small as possible not to exceed ratio and capacity requirements. It is important to keep the same children and teacher or staff with each group and include children from the same family in the same group, to the greatest extent possible.

P: Teachers will occupy each classroom at St. Matthias Preschool. They will consistently supervise the same designated group of 8 preschool children.

Social Distancing And Curriculum

Social and physical distancing is a practice recommended by public health officials to slow down the spread of disease. It requires the intentional creation of physical space between individuals who may spread contagious and infectious diseases. It additionally requires canceling group activities, reducing all group sizes, and maintaining six feet of distance between every individual, as much as possible.

Please note: St. Matthias Preschool **classrooms will become “shoe-less” environments.** Upon entry to each classroom, all must remove their shoes. Shoes are to be placed in children and staff’s designated plastic bags. Shoeless environments will prevent toxins from teachers

and children’s shoes from being carried into the classrooms. All MUST wear shoes when using the bathrooms.

Social and Physical Distancing Requirements

G: Review and share with staff the important guidance related to prevention and social and physical distancing:

P: Prior to reopening the Preschool, staff will receive virtual training about the importance of social distancing:

- Limit face-to-face contact with others is the best way to reduce the spread of coronavirus disease 2019 (COVID-19)
- Stay at least 6 feet (about 2 arms’ length) from other people.
- Do not gather in groups. This includes on the playground, break room, in the classroom
- Stay out of crowded places and avoid mass gatherings
- Avoid close contact with people who are sick, even inside your home. If possible, maintain 6 feet between the person who is sick and other household members.
- Put distance between yourself and other people outside of your home.

- Remember that some people without symptoms may be able to spread viruses.
- Keeping distance from others is especially important for [people who are at higher risk of getting very sick](#).

P+ Each staff person will possess walkie-talkies during program operation to ensure more effective communication between Preschool Staff and to better enforce additional safety measures to support social distancing and the health and safety of children, staff and families. (Example: When teachers/children occupy different outdoor play areas and a child or same group of children need to utilize the bathroom, the teacher will dispatch other teachers, via walkie-talkie to ensure the bathroom is not occupied by other children or Teachers. This approach will signal to Teachers that their group can enter and safely social distance themselves from other groups of children)

P: Teachers will have designated groups of 8 preschool children.

G: Extend the indoor environment to create outdoor classrooms, weather permitting.

P: Preschool Playground schedule will allow one classroom per time to occupy the playground for 30-45 minutes time periods at least 3 times a day. There will be 5-15 minutes between each classroom schedule to prevent children from cross trafficking with other classrooms during the transition.

P+: Additional outdoor space located in front of the Preschool Office and Classrooms 5, 6 & 7 has been approved by the CA Department of Social Services, Community Care Licensing Division to be utilized to supplement opportunities for gross motor and extra outdoor activities. Preschool will also have on file, parent signatures authorizing children, (under the supervision of their Teacher) to periodically go on neighborhood nature walks. Neighborhood walks cannot exceed two blocks distance from Preschool. Teachers must have prior consent from the Preschool Director to take Neighborhood walks.

Outdoor Space for Children In Front of Preschool Office Will Include:

- Drinking water and cups
- Canopies for shade
- Obstacle Courses
- Balls
- Music and Movement
- Bubbles
- Hula Hoops
- Jump Ropes
- Coloring
- Relay Races
- Books
- Preschool Garden Maintenance
- Teachers will have first aid kits, latex gloves, accident report/pens, etc.

- And Many More

G: Stagger indoor and outdoor play and adjust schedules to reduce the number of children in the same area.

P+: St. Matthias Preschool Outdoor Play Schedule Adjusted To Supports Social Distancing. In addition to scheduled times as featured in the following link, extra outdoor curriculum activities (circle times, etc) will be made available to allow children for two-three hours of outdoor learning opportunities and play.

G: Open windows to ventilate facilities before and after children arrive.

P: Upon arrival at the preschool, teachers will open all classroom windows prior to the arrival of children and families. Upon preschool closure, teachers will close all classroom windows and lock all classroom doors.

P+: St. Matthias Preschool will provide air purifiers in classrooms to filter out bacteria and remove allergy and asthma triggers to reduce the spread of colds, flu and viruses.

G: Arrange developmentally appropriate activities for smaller group activities and rearrange furniture and play spaces to maintain 6-feet separation, when possible.

P: Select classroom furniture will be positioned down the middle of the room to divide and create two separate classroom sections in which 5 children will occupy each with a Teacher. Each classroom section will also consist of a floor plan which provides children activities to be stationed 6 plus feet apart from one another.

P+: A timer will be programmed by Teachers allowing for ample time needed for activity engagement in both sections of the classroom; clean up time will be factored into time allowed.

When the timer first rings, this will alert children there is 5 minutes remaining before Clean-Up Time.

When the timer rings a second time, this will alert children to actually clean up in preparation to rotate to the next section of the classroom and continue engagement with additional learning opportunities. Rotation will occur with each group at opposite ends of the classroom to transition into another classroom section.

G: Find creative ways to use yarn, masking tape, or other materials for children to create their own space.

P: Classroom furniture, yarn tape, safety cones, child commercial size "Stop and Yield signs, masking tape, child made safety signs, carpet squares, etc... will be utilized to establish visual barriers and boundaries which promote social distancing.

Near the classroom door, carpet will contain guideline indicators each which reflect a child's name. Indicators prompt children to line up 6 feet apart to prepare to exit the classroom to outdoor play areas or to the bathroom.

P: Children will engage in art and all sensorial integrated activities within their own sensory bins to support social distancing. Staff will place into art bins sheet protectors-easy to clean.

Additional bins will also be used for children to place their used toys so their Teacher can disinfect before returning it to the classroom environment.



Morcte 3-Pack Commercial Bus Box, Plastic Bus Tub/Wash Basin, White

P+ To help prevent the spread of germs, wooden blocks will be removed from all preschool classroom as they are difficult to clean

G Model social distancing when interacting with children, families, and staff.

P: Staff will model social distancing at all times when interacting with children, families and staff.

G: Role-play what social distancing looks like by demonstrating the recommended distance.

P: Teaching teams will consistently model and demonstrate for children and families recommended distance and redirect children and families accordingly.

G: Give frequent verbal reminders to children.

Age Appropriate Faith Formation

P+ Through age appropriate faith formation, we foster prayer and teach about the important values in life related to caring, kindness, patience, respect, gratitude and forgiveness while learning the love of God.

Practice Healthy Hygiene

G: Teach, model, and reinforce healthy habits and social skills.

P: Per CDC, St. Matthias Preschool Staff will consistently exercise Key Times to Wash Hands

- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- Before and after treating a cut or wound
- After using the toilet
- After [changing diapers or cleaning up a child who has used the toilet](#)
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste

- After handling pet food or pet treats
- After touching garbage
- Soap and water. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Always wash hands with soap and water if your hands are visibly dirty.
- Remember to supervise young children when they use hand sanitizer to prevent swallowing alcohol.

Staff and children will follow these five steps every time they wash their hands:

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.

G: Post signs in restrooms and near sinks that convey proper handwashing techniques.

P: Gigi will assure bathroom supplies are constantly replenished with latex gloves, disinfectant, first aid supplies, children's clothing. They will also ensure handwashing illustrations for children and adults are posted throughout the facility; especially near all sink areas.

G: Explain to children why it's not healthy to share drinks or food, particularly when sick.

P: During children's circle times, group discussions and visuals will demonstrate for children the importance of it not being healthy to share drinks (water bottles, juice pouches, etc), food (snacks, birthday treats, etc).

G: Practice frequent handwashing by teaching a popular child-friendly song or counting to 20 (hand washing should last 20 seconds).

P: Please see the **Health and Hygiene** category to review preschool plans and practices.

G: Teach children to use tissue to wipe their nose and to cough inside their elbow.

P: Model and practice handwashing before and after eating, after coughing or sneezing, To help stop the spread of germs children will be provided literacy materials, visuals, songs, teacher role-modeling, etc throughout the day about the importance to consistently demonstrate the following

- Cover your mouth and nose with a tissue when you cough or sneeze
- Throw used tissues in the trash
- If you don't have a tissue, cough or sneeze into your elbow, not your hands
- Wash your hands vigorously for 20 minutes

- hand sanitizer that contains at least 60% alcohol

Additional resources: [Cover cough and sneezes](#).

COVID Principles for Children

St. Matthias Preschool staff will:

- Remain calm and reassuring with children.
- Remember, children will react to both what you say and how you say it. They will pick up cues from the conversations you have with them and with others.
- Make ourselves available to listen and talk with children about their fears, curiosity, etc about COVID-19.
- Be sure children know they can come to you when they have questions. Avoid language that might blame others and lead to stigma.
- Give children information that is truthful and developmentally age appropriate for the age.
- Teach children everyday practices to reduce the spread of germs.
- Remind them to cough or sneeze into a tissue or their elbow, then throw the tissue into the trash.
- Provide children with age appropriate stories, flannel boards, role play scenarios about healthy hygiene, social distancing, germs, etc..
- Music Instructor will incorporate music and movement which reinforces the importance of social distancing, healthy habits, etc.

Drop Off and Pick Up

G: Conduct visual wellness checks of all children upon arrival and ask health questions when concerned. It is recommended as a best practice to take children's temperature each morning **only if the Facility uses a no-touch thermometer**. The no touch thermometer needs to be wiped with an alcohol wipe after each use.

iHealth Thermometer



P: Parents will be required to wear face masks upon drop off and pick up times. Teachers will ask parents if their child has had fever within the past 24 hours. Teachers will conduct a visual check of the child to assure he/she does not appear to exhibit ill symptoms. Teacher will take the child's temperature with no touch thermometer. Teacher will disinfect the thermometer with alcohol wipe after each use. Parents will be encouraged to appoint designated persons authorized to drop off or pick up their child from Preschool who are not considered in the risk category for COVID-19.

Children cannot attend school if they have the following symptoms.

Fever and chills	Shortness of breath
Difficulty breathing	Muscle or body aches Headache
New loss of taste or smell	Cough and/or sore throat
Nausea or vomiting	Any acute respiratory illness
Congestion or runny nose	

G: Ask teachers and parents to meet at the facility entryway for pick-up and drop-off of children whenever possible. This cycle will occur for drop-offs and pick-ups.

P: Teacher 1 will be at the bottom of the stairway located in front of each classroom door, while Teacher 2 is at the top of the stairway standing in the classroom doorway greeting children as they enter. After parent signs in, Teacher 1 will assist the child up the stairs to greet Teacher 2. Teacher 1 returns to the bottom of the stairway to greet the next child who has arrived.

G: Explain to parents and teachers that all visits should be as brief as possible.

P: All Preschool entry ways will feature posted signs to remind parents that all visits should be as brief as possible. Staff will verbally reinforce when necessary. Teacher/parent discussions which seek to exceed a brief time frame will be encouraged and redirected to occur via phone, email or virtual communication.

G: Ask parents and teachers to enter and exit the room one person at a time to allow for social and physical distancing.

P+: Staff will discourage families from entering the classrooms in an attempt to limit its occupancy to solely children and their designated Teachers. If a parent should need to enter the classroom, they will be encouraged to do so one at a time to support social and physical distancing. This should seldom occur.

G: Ask parents and teachers to wash their own hands and assist in washing the hands of their children before drop off, prior to coming for pick up, and when they get home. See **Health and Hygiene** category to review proper hand washing.

P Gigi will post signage to remind children staff to wash their hands prior to arrival to Preschool, upon arrival to Preschool and when they get home. Parents will be reminded to wash their hands before they pick up their child and when they get home. These reminders will be included in Preschool Newsletters, staff and parent emails, virtual meetings, parent resources.

P+ Teachers will assist children to immediately wash their hands upon their arrival to school; NOT the parent.

G: Ask parents to bring their own pens when signing children in and out.

P: Parents will be encouraged to bring their own pens to sign in and out. If a parent should forget their pen, extra pens will be handy and disinfected immediately after each use. Each classroom will have their own Parent Sign In/Out Binder instead of one binder in the preschool office in efforts to support social distancing.

G: Follow procedures daily for self-screening for all staff. This should include taking temperatures before arriving to work or beginning care.

P: Upon arrival at the preschool, each teacher's temperature will be taken by the Director.

G: Train staff about the new screening procedures and notify caregivers. Ask parents to screen themselves and children daily, prior to coming to your facility. Parents must also notify you if children have taken any fever reducing medications in the prior 24 hours.

P: Staff will be trained how to conduct proper screening procedures, via virtual instruction, prior to the preschool reopening. During the same virtual instruction, teachers will be asked to demonstrate proper screening procedures.

G: If anyone has a temperature of 100.4°F/38°C or higher they must be excluded from the facility.

P: Upon arrival to the preschool, staff and children's temperatures will be taken. If temperature of 100.4°F/38°C or higher is detected from staff and/or children, they will immediately be excluded from the facility. A child who has a temperature will remain in Room 5 (spare classroom) supervised by a designated preschool staff person until the parent arrives to pick up.

G: If the facility uses a thermometer requiring a touch-method (under the tongue or arm, forehead, etc.), it should only be used when a fever is suspected.

P: St. Matthias will not be using a thermometer which requires a touch-method (under the tongue, or arm, forehead, etc.

G: Monitor staff and children throughout the day for any signs of possible illness.

P: Teacher will monitor children for any signs of possible illness. Director will monitor staff and children for any signs of possible illness. Director will closely monitor absenteeism.

Procedure for When Children Become Ill At School

G: Facility Procedures for Isolation from the general room population and notify the parent immediately to pick up the child.

P:

- Staff will react quickly should a case be identified.
- Staff will keep the ill child in a separate room (Room 5-spare classroom) supervised by a designated preschool staff person until they are picked up by their parents.
- Parents will be expected to immediately report to Preschool if their child is ill and contagious.

If a child or a staff member becomes COVID-19 Positive, Preschool Director will take immediate action to:

- Immediately contact preschool administration, staff and families.
- Contact Community Care Licensing and County Public Health Department will be notified for additional guidance. St. Matthias Preschool Administration, CCL and city/county public health officials will determine if a preschool closure is warranted.
 - Request of service professionals to immediately deep clean..
- Collect consent from ill child's Physician's which indicates *No Longer Contagious* AND if able to fully meet the following requirements as stated in the "Stay home until it is safe to be around others" link: [it is safe to be around others](#).

G: Implement and enforce strict handwashing guidelines for all staff and children.

P: Please read the **Healthy Hygiene** category for the preschool's detailed plan.

Healthy Hygiene and Cleaning/Disinfecting

Examine your Environment (to be categorized with environment)

G: Implement procedures to frequently clean all touched surfaces.

P: Throughout each day of program operation, St. Matthias Preschool Staff will frequently clean surfaces and objects which are frequently touched, especially toys and games. This may also include light switches, classroom sink handles, countertops, toilet, chairs, cubbies, and playground structures.

Classroom Toys

Will be disinfected daily 60 minutes prior to the preschool closing hours. Classroom teachers will share this responsibility and rotate weekly to address this mandate. Director will assess to assure all necessary items have been thoroughly cleaned by the designated classroom Teacher before she/he departs for the day. Additional resources: [Routinely clean, sanitize, and disinfect](#)

Playground Sanitization

Frequently touched areas of the children's playground (bike handle bars, stair rails of climbing structures, playground slide barriers, etc, will be sanitized with either Clorox Wipes or Seventh Generation Disinfecting Multi-Surface prior to each classroom playground schedule start time. Please see the playground schedule.

St. Matthias Preschool will use Seventh Generation 22810CT Botanical Disinfecting Multi-Surface Cleaner, to clean surfaces as it is EPA-registered as required by the CDC (Use all cleaning products according to the directions on the label. For disinfection, most common EPA-registered, fragrance-free household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available.

St. Matthias Preschool will also utilize Clorox and Lysol wipes to clean frequently touched surfaces which are also EPA-registered. Additional resources: [sanitizers or disinfectants](#)

All cleaning materials will be kept secure and out of reach of children. Cleaning products will not be used near children. Staff will ensure that there is adequate ventilation when using these products to prevent children from inhaling toxic fumes.

Clean and Sanitize Toys

G & P: Toys that cannot be cleaned and sanitized will not be used.

Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions will be set aside until they are cleaned by hand by a staff member wearing gloves.

Clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant, rinse again, and air-dry. Children's play food, dishes, and utensils will be sanitized by hand or in a mechanical dishwasher.

Machine washable cloth toys will be used by one individual at a time or will not be used at all. Machine washable toys will be laundered before being used by another child.

Classrooms will not share their activity items with other groups, unless they are washed and sanitized before being moved from one group to the other.

Classroom items used by children will be placed in a dish bin with soapy water marked for “soiled toys.” This dish bin and water will be kept out of reach from children to prevent risk of drowning.

Classrooms will try to have enough toys so that they can be rotated through cleanings.

Children’s books, like other paper-based materials such as mail or envelopes will continue to be utilized at the Literacy Center as they are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.

Clean and disinfect frequently touched surfaces.

G: Limit the amount of sharing.

P: Staff will offer more opportunities for individual play activities which do not require physical contact between multiple children, such as fine motor activities (i.e., drawing, coloring, cutting, puzzles, and other manipulatives).

G: Stagger indoor and outdoor play and adjust schedules to reduce the number of children in the same area. Please see Outdoor Schedule. Additional outdoor time will occur for other curriculum learning (circle time, etc).

Cal/OSHA Requirements

St. Matthias Preschool Readiness Plan contains all information which Cal/OSHA requires employers to train employees about with regards to COVID-19. Staff training will occur, via virtual instruction, during the week of June 22-26, 2020 and will focus on the following Cal/ OSHA Requirements (COVID-19):

- COVID-19 from the U.S. Centers for Disease Control and Prevention (CDC), including how the illness is spread, how to prevent its spread, symptoms, and when to seek medical assistance for sick children or other employees;
- The importance of frequent handwashing with soap and water or using hand sanitizer where soap and water are not available, including when arriving and before leaving a facility; before and after handling food; before and after changing a diaper, giving a child medicine, helping a child use the bathroom, and using the bathroom themselves; after

helping a child wipe their mouth or nose or tending to a cut or sore; and after working in children's play areas;

- Maintaining a distance of more than six feet from others as much as possible;
- Methods for avoiding touching eyes, mouth, and nose;
- Cough and sneeze etiquette;
- Safely using cleaners and disinfectants on objects and surfaces;
- Employer's plan and procedures to protect employees from COVID-19 infection and plans and procedures to follow when a child becomes sick at a facility
- Importance of staying home if they have a frequent cough, sneezing, fever, or difficulty breathing.

For more information about CAL/OSHA-COVID, please refer to: [COVID-19 Infection Prevention in Child Care Programs](#)

Meal Times

G: Utilize more tables to spread children out or use name cards to ensure adequate spacing of children.

P: Teachers will disinfect classroom tables prior to meal times. Tables throughout the classroom will be utilized during meal times to support social distancing. Children will have their designated seating area during meal times.

G: Practice proper hand washing before and after eating.

P: Timer will be programmed at 20 seconds for each child during their handwashing. Children will be encouraged to use rub hands vigorously with soap and water. When the timer rings, the child will turn off water and dry hands.

G: Use paper goods and disposable plastic utensils when possible, following CDC and CDPH COVID-19 food handling guidelines.

P: Children will continue to bring their own lunches/utensils from home. Parents will be requested to provide their child with plastic and disposable utensils

G: Immediately clean and disinfect trays and tables after meals.

P: One Teacher will disinfect tables immediately following meal times while children are redirected to engage with next classroom activity.

G: Avoid family- or cafeteria-style meals, ask staff to handle utensils, and keep food covered to avoid contamination.

P: Each group will conduct snack times and lunch in their individual classrooms. Microwaves will be provided in each classroom for warm-ups.

Toothbrushing

G: Stop tooth brushing during class to regularly brush teeth at home.

P: Tooth brushing will not occur during Preschool operating hours. Parents will be encouraged to have their children regularly brush their teeth at home.

Bathroom

G: Use this time as an opportunity to reinforce healthy habits and monitor proper handwashing.

P: Gigi will assure bathroom supplies are constantly replenished with latex gloves, disinfectant, first aid supplies, children's extra clothing and plastic bags for wet or soiled clothing. They will also ensure handwashing illustrations for children and adults are posted throughout the facility; especially near all sink areas.

G: Sanitize the sink and toilet handles before and after each child's use.

P: A Teacher will be in the bathroom to supervise children at all times and to sanitize toilet and sink handles before and after each child's use.

G: Teach children to use a tissue when using the handle to flush the toilet.

P: During toilet use, children will access tissue offered by Teacher to use on the handle to flush the toilet.

G: Wash hands for 20 seconds and use paper towels (or single use cloth towels) to dry hands thoroughly.

P: Timer will be programmed at 20 seconds for each child during their handwashing. Children will be encouraged to rub hands vigorously with soap and water. When the timer rings, the child will turn off water and dry hands.

Personal Items

G: All personal items should be labeled and kept in a separate bag to ensure personal items are separate from others. During this time, personal toys should be kept at home until further notice.

P: Children's personal Items will be kept in plastic bags and not stored in cubbies. Children's stuffed animals (loveys), naptime soft items from home will not be allowed in the classroom or with the child during their stay at Preschool.

Napping

G: Space cots 6 feet apart from each other to lessen the possible spread of illness between children from coughing or sneezing.

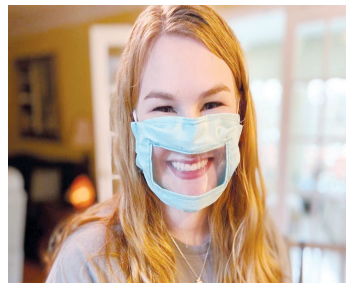
P: Due to our large classrooms, children's cots will be placed 6 feet apart. Children's sheet and blanket will be kept enclosed in their personal plastic bag before and after nap. No outside blankets.

Clean and Disinfect Bedding

G: Use bedding (sheets, pillows, blankets, sleeping bags) that can be washed. Keep each child's bedding separate, and consider storing in individually labeled bins, cubbies, or bags. Cots and mats should be labeled for each child. Bedding that touches a child's skin should be cleaned weekly or before use by another child.

P: Napping equipment will be moved at least 6 feet apart or 3 feet apart with head-to-toe orientation.

Masks For Teachers



Language acquisition enhances children's language capacity and knowledge of words. It is vital for children to be able to visually see their Teachers enunciate words to help them expand on their vocabulary. Teacher masks with clear vinyl across the mouth areas support children's continued language development. Staff may also choose to wear their own personal masks if they feel more comfortable and safe. CDC recommends cloth face coverings to slow down the spread of COVID-19.

Children's Face Masks

Children will be encouraged to wear masks (not a requirement; especially when outdoors). Through a curriculum approach, staff will demonstrate and role model to children how to properly wear masks.

If you'd like your child to wear a mask, St. Matthias Preschool will require each child to provide his/her own mask to wear at school. Upon departure from school, children will take and wear their own mask. Parents will be responsible for laundering masks. This will prevent the Preschool from laundering 75 masks per day (staff masks included) and returning them to their correct owners. This will also prevent children from developing potential facial skin rashes as a result of the laundry detergent used by the school.

Additional resources about masks: [cloth face cover](#)

Although St. Matthias Preschool does not service children under 2 years of age, it is still important to note that cloth face coverings should NOT be put on babies and children under age two because of the danger of suffocation.

Staff Trainings And Meetings

Staff Training To Support Reopen Plan

P+: June 22-June 26: Staff will receive virtual training, via powerpoint presentation and group discussions to review official guidelines and program action plans as stated in this Readiness Plan. The Preschool Office and each classroom will also contain a binder with an enclosed copy of the Readiness Plan to reference as a guide. Staff will also be encouraged to have input in the design of classroom operations as long as they conform to required county and state mandates.

P+: Sept 1-4 Staff Training Overview of official guideline and program action plans.

Staff Training on Age Appropriate Faith Formation.

P+: Sept 2: Age Appropriate Faith Formation virtual staff training sessions will be facilitated by Kate Montroni-Fish.

Staff Schedule For Implementation of Readiness Plan

P+: Sept 1-4: Staff will prepare the classroom environments and the facility to correspond to the Readiness Plan and training requirements received during the week of June 22 (ie: Daily Routines to be built upon Rose's created drafts and classroom floor designs).

Staff Meetings-Via Video Conference Tool, Google Meet

P+: All Preschool Staff Meetings will occur after program closing hours and will occur virtually once a month or as often as needed, via Google Hang-Out. Meeting dates & start times TBA.

Parish Admin, Finance Council, Pastoral Council and Parent Advisory Board Meetings

P+: To be conducted, Via Video Conference Tool, Google Meets until further notice.