



July 13, 2020
Re: Return to School Safety Plan

Dear Parents,

We hope that this email finds you well. Over the past several weeks, we have enjoyed connecting with you in a variety of creative ways. We are excited to announce that our new school year will begin on August 19, 2020. To support your family and the team of teachers, our safety and wellness plans and policies are explained below.

Some of the new policies may seem stringent, but please understand that we are acting out of an abundance of care and caution to assure that our campus is as safe as we can possibly make it.

As the situation changes, we will modify our plans and routines accordingly. This will happen gradually and with the advice of the DCSS, State, and local agencies. Please see those resources at end of this document.

Thank you all for your patience during these challenging times.

Sincerely,

Donna Becker, Director

Aliza Goland, Executive Director

Doreen Austad, Communications Coordinator

Safety Plan

Illness Policy

We now know that Covid-19 is transmittable even when mild or no symptoms are present. Therefore, we ask that you take even the slightest sign of illness seriously out of an abundance of caution and keep your child home. TAE must firmly implement the following illness policy by the State of California Department of Social Services regulations.

- Children, adults, and staff may not enter campus if the following signs of illness are present, even if fever free: runny nose, cough, red/watery eyes, diarrhea, vomiting, fever, rash, or stomach pain.
- Children or adults with a temperature above 100 degrees will not be permitted on campus.
- Children who become ill at school will be isolated with a staff member.

- Children who become ill at school **MUST be picked up within 30 minutes.**
- If a child, family member, or staff member comes into contact with an individual who tests positive for Covid-19, the ECC office must be notified immediately. The child will not be permitted to return to school for 14 days. Tuition will not be refunded or credited.
- If a child, family member, or staff member attends a large group gathering, the ECC office must be notified immediately following the event. The child and family members may not be permitted to enter the TAE campus for 14 days following the gathering. If the child is not permitted to attend camp, tuition will not be refunded or credited.
- If a child becomes ill, the child must stay home until fever and symptom free (without medication) for 72 hours and must provide a clearance from a doctor in writing. Tuition will not be refunded or credited.
- Children attending ECC with an underlying health condition must contact Donna Becker dbecker@adatelohim.com to complete a health screening. If you would like to speak with Donna by phone, please include the best number to reach you in the email. A doctor note may be requested.
- If a child is diagnosed with Covid-19, we will be required to report the diagnosis to the Department of Social Services and the Department of Health. They will provide guidelines about next steps.

Drop-off/Pick-Up Procedures

Drop-off and pick-up will take place on the courtyard (in front of the Sanctuary building). There will be a daily questionnaire and a temperature check required to be completed each morning. Please allow extra time during drop-off and pick-up to complete your screening. During drop-off and pick up you will be required to wear a mask and we ask that you stay at least 6 feet from other families. At the end of the school day, a teacher or administrator will walk the children from the classrooms to the courtyard for pick-up. Please read the bullet points for more details.

- Campus entry will only be permitted at the main temple gate (in front of the Sanctuary building) and Openpath will be disabled from all other gates and doors.
- Pick-up and drop-off will take place on the courtyard (in front of the Sanctuary building)
- Caregivers and children may not enter campus before 8:45am. If you arrive early, earlier than 8:45am, please wait in your car. The gates will be locked.
- Upon entry, hands must be sanitized at the sanitation station.
- All individuals (caregivers and staff) will have to be cleared before entering.
 - A daily questionnaire must be completed to assess health and potential risk of Covid-19 contact. This questionnaire will be emailed to you so you can complete before drop off.
 - A temperature clearance using a no touch thermometer will also be required.
- Caregivers must wait on the courtyard during drop-off and pick-up. **Only staff and students may enter the inner gates. Caregivers may not enter the playground, classrooms, or offices.**
- Adults must wear masks at all times. Children over the age of 2 will be encouraged (not required) to wear masks.
- Sign-in and sign-out sheets will be located on tables on the courtyard (in front of the Sanctuary building). Each child will have a personal notebook. We recommend bringing your own pen to use.

- Temperature checks for parents and caregivers will be conducted during pick-up time. Pick-up time temperature checks will begin at 12:45pm (for 1pm pick-up) and 3:45pm (for 4pm pick-up). If you arrive to school prior to the designated temperature check time, please wait in your cars, the gates will be locked.
- Late drop-offs and early pick-ups will not be permitted unless there is a personal emergency and the ECC office is notified ahead of time.

Child Grouping and Physical Distancing Strategies

- ECC classrooms will have a maximum of 10 children with 2 teachers.
- Infant center will have a maximum of 6 children with 2 teachers.
- Classroom groups and teachers will remain consistent.
- Tables, chairs, cribs, and nap mats will be spaced apart.
- Teachers will use tape or other visual markers to help keep the children physically distanced.
- There will be outdoor time, weather permitting, with one group playing in an area at a time.
- Classroom doors and windows will be opened prior to student arrival and windows will be kept open throughout the day to ventilate the classrooms, weather permitting.
- All large group activities will be cancelled until further notice.
- Playground will be closed for use before and after school.
- Classroom volunteers and visitors will not be permitted.
- Adults will have access to the restrooms and in the Sanctuary building only.

Disinfecting and Cleaning:

- Hand sanitizing will be required often.
- Children and teachers will wash their hands with soap and water for twenty seconds every 30-45 minutes throughout the day.
- Hand washing will also be required:
 - Before and after handling food
 - Before and after restroom usage (including staff who are diapering or assisting in the bathroom)
 - After playing outdoors
 - After a sneeze, cough, or blowing of the nose
- Posters with visual cues will be posted above sinks to remind children about washing hands properly.
- Teachers will closely supervise handwashing. Children will learn a handwashing song to make sure they wash their hands effectively.
- All adults will be required to wear masks. Children over the age of 24 months will be encouraged (not required) to wear face masks.
- Teachers will be required to wear a clear face shield that can be disinfected regularly.
- Surfaces and objects that are frequently touched will be cleaned, sanitized, and disinfected daily and routinely including:
 - Light switches
 - Door handles
 - All dispensers (i.e. paper towel, soap)

- Lunch tables and chairs will be sanitized immediately after use.
- Families must supply all meals, including morning snack, afternoon snack, and lunch.
Please remember we are a nut free school.
- Toilets will be sanitized after each use and a deep cleaning will occur daily, in the middle of the day, and each evening.
- Children will select toys to place in a personal toy bin every morning for personal use. “Wash me” bins will be utilized for shared and mouthed toys. Wash me bin toys will be sanitized before reuse.
- Rugs and items that cannot be properly disinfected will be removed from the classrooms.
- Staff will wear gloves when handling food, assisting children with injuries and during illness.
- Each child who naps will be assigned an individual nap mat. The mat will be sanitized after each use and will NOT be shared.

Traveling

- All parents and staff accessing campus must report travel plans to Donna Becker or Doreen Austad. It is likely that families traveling will be excluded from the program or campus functions for 14 days after returning home.

Families must comply with all of the above or they will be excluded from the program. Tuition will not be refunded or credited if a family is excluded from the program.

The above procedures are subject to change based on state and city regulations. Families will be notified of these changes in advance, whenever possible.

Trusted Resources:

Centers for Disease Control and Prevention CDC
Ventura County of Public Health
Department of Social Services, Child Care Licensing
Office of Governor Newsom
Office of Mayor Garcetti