

West Linn Community Preschool COVID-19 Policy and Procedure

West Linn Community Preschool (WLCP) will comply with all requirements set by the Oregon Department of Education Early Learning Division (ELD) for operating during COVID-19. This document outlines our procedures for complying with all ELD requirements. For the purpose of this policy, “staff” means the Teacher and Parent Helper assigned that day. Caregivers means parents or caregivers who are not assigned as Parent Helper for the day.

Drop Off / Pick Up:

- Caregivers shall remain in the lobby outside the classroom adhering to social distancing during drop off / pick up.
- Caregivers shall wear a face shield or face covering during drop off / pick up.
- Check-in and check-out of students shall be virtual and contactless via smartphone. Accommodations are available for caregivers without a smartphone.
- Students and staff shall wash their hands immediately upon entering the classroom.

Health Checks

- Staff shall conduct a temperature check for all students and staff before class begins.
- Staff shall ask all caregivers the required ELD health screening questions and exclude staff and students according to ELD guidelines.
- Staff shall wear a face covering or face shield during daily health and temperature checks.

Record Keeping

- WLCP shall maintain a daily log to be retained for at least 2 years.
- The daily log shall include:
 - Student name
 - Adult name completing drop off / pick up
 - Arrival and departure date / time
 - Staff name
 - Staff arrival and departure date / time,
 - Pass/Fail of health check for all persons who enter program

Family Engagement

- WLCP shall inform families about requirements for operating during COVID-19 and communicate procedures for complying with those requirements.
- WLCP shall conduct meetings, conferences, and other similar activities virtually or by phone when possible.
- Caregivers may enter the school for health and safety of the student or other reasons approved by ELD.

Personal Protective Equipment

- Staff and caregivers shall wear face coverings for the mouth/nose area, and may wear a face shield additionally.
- Students shall wear face covering for the mouth/nose area.
- Refer to ELD guidelines for further details.

COVID-19 Vaccinations

- West Linn Community Preschool requires all staff, including family volunteers working in the classroom, to provide proof of a full COVID-19 vaccination.

Daily Activities / Toys / Material / Space:

- Students have individual lockers/cubbies for personal belongings.
- Toys and activities will be rotated to provide fewer options at a time and will be regularly cleaned and sanitized.
- Students shall wash hands or use hand sanitizers after sharing toys/materials and before starting a new activity.
- Students will be seated a minimum of 3 feet apart during snack.

Sanitation and Cleaning

- All high touch surfaces will be sanitized daily.
- Staff shall clean and sanitize toys and surfaces according to the required cleaning schedule provided by ELD.

Notifications and Contact Tracing

- Caregivers will report to the WLCP health and safety coordinator by text and email immediately upon a known confirmed case of COVID-19 among students, staff, or household members of students and staff.
- WLCP will report to a local health authority any known confirmed cases of COVID-19 among students, staff, and household members of students and staff within 24 hours of discovering the confirmed case.
- WLCP will communicate, in coordination with local public health authorities, with all families and other individuals who have been in the facility in the past two weeks regarding a confirmed case of COVID-19.

Contact Tracing

- WLCP will close immediately upon a confirmed case of COVID-19 among students, staff, and household members of students and staff.
- Local health authority and the WLCP health and safety coordinator will conduct contact tracing to determine if there was an exposure on the WLCP campus.
- If contact tracing determines that there was an exposure, WLCP will close for a minimum of 14 days from the date an exposure occurred.
- If contact tracing determines that there was not an exposure, WLCP may reopen sooner than 14 days.

Handwashing and Hygiene

- Staff and students shall wash hands for at least 20 seconds: (* indicates that hand sanitizer with appropriate alcohol content is a permissible substitute):
 - Before and after eating and preparing food.
 - Before and after administering medication.
 - After toileting or assisting with toileting.
 - After wiping a nose, coughing, or sneezing.*
 - After coming in from outside.*
 - Upon entering and leaving the classroom.*
 - After sharing toys or learning materials.*