

**MITSUMI GARDENS INTERNATIONAL PRESCHOOL
STANDARD OPERATING PROCEDURES**

Chapter 24

COVID 19 PROTOCOLS

COVID-19 Re-opening Mitsui Gardens with the following Modifications & Precautions

All procedures previously outlined in the Parent Handbook, Teachers Handbook and SOP still apply, except where they conflict with the new guidelines. In case of conflicting procedures, the ones outlined here take precedence.

Mitsui has implemented the following additional guidelines during this next phase of the Covid-19 Response. These guidelines may change as additional information becomes available.

What to Bring to School?

All children need to bring the following items to school every day. All personal items must be clearly labelled with the child's first and last names:

1. Layered and weather appropriate clothing.
2. One large beach towel and sleep mats
3. Water bottle
4. Lunch and Snacks in Ziplock (or other small washable appropriate lunch bag) with Name Clearly Marked
5. NOTHING ELSE! Other than diapers and wipes if needed.

Further explanation of each item:

1. Layers and outdoor weather appropriate clothing. To help limit our risk of exposure to COVID-19, we plan spend as much time outside for as long as possible.
2. Beach towel – The towel provides a tangible way for children to maintain social distance. Children will be encouraged to social distance when possible and required to do so at certain times of the day such as circle time and stories. We will teach them how to spread out their towels, so they are not touching anyone else's towel and to remain on their towels to keep an appropriate distance from other children.

Immunization Record for Preschool (not Summer Camp)

1. A full up to date immunization record with a Doctors signature to confirm all immunizations are up to date must be submitted before you child can enter the program.

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2. If you child's immunizations are not up to date, the record must include in the doctors writing when the next shot is due.
3. Once the next immunization is received, an update must be provided.

When to Stay Home

Your Child Should Stay Home if they exhibit any of the following symptoms:

- Fever over 99.5 degrees
- Coughing
- Shortness of breath
- Diarrhea
- Stomach Upset of any kind
- Runny Nose/Congestion

Please note that we will not attempt to distinguish whether the symptoms are caused by COVID-19 or another cause such as allergies or a common cold. Any of these symptoms or the appearance thereof prevents a child from attending preschool until they have been symptom free for 72 hours (3 full days).

Your child should stay home if:

- They have come in contact with anyone who is exhibiting the above symptoms, including, but not limited to, immediate family members.
- If your child exhibits any of the above symptoms while at preschool, they will be immediately isolated (to the extent possible) from other children and you will be called to take them home. They must remain away from school for a CDC recommended "10 days from the start of the symptoms and 72 hours from the resolution of symptoms."
- Runny nose and watery eyes are not COVID-19 symptoms and do not in themselves require keeping a child home from school. However, either of those symptoms in conjunction with a second symptom, especially one of those mentioned above, prevents a child from attending school until symptom free for at least 72 hours, or at the discretion of the Head Teacher and Director.
- These guidelines apply to staff as well as children.

[CDC Guidelines for When to Stay at Home](#)

Vulnerable and High-Risk Persons

In making the decision to join Summer or Preschool, children who are in high risk category and any family member who is also in a high risk category should consider the risks before joining.

[CDC Link for Vulnerable Groups](#)

Changes to Daily Procedures (in their Daily Order)

Apply Sunscreen at Home

Please apply an initial layer of sunscreen before your child arrives at preschool. We will not be able to reapply. Applying sunscreen requires us to don and discard a new pair of gloves between each child. Besides being incredibly time consuming, the process increases close contact and creates a huge amount of plastic waste and expense. We will spend time outdoors in the morning so please prepare your child as needed.

Sign In

Parent Drop-Off and Pick-Up

- ✓ Parents will drop off/pick up children outside of the classroom
Head Teachers will do morning screening checks

- ✓ We will have designated spots outside to ensure parents social distance during drop-off and pick-up

[Link to CDC Guidelines for Parent Drop Off and Pick Up](#)

Children & Staff Health Screenings Upon Arrival

- ✓ Staff will have their temperatures taken upon arrival.
- ✓ Staff are responsible to self-certify their health each day based on the criteria listed in our *Guidelines for Excluding Children and Staff with Illness*. (included at the back of this document).
- ✓ Children will have their temperatures taken upon arrival and be visually screened by Head Teacher.
- ✓ Parents will answer Health Questions about their children.

[Link to CDC Guidelines for Screening](#)

Parents will see taped markings on the floor which designate 6 feet of distance. Please maintain distance while waiting to sign in your child.

Please bring your own pen. If you forget a pen, please use a pen from the jar marked “sanitized” and move it to the jar marked “dirty” when you are finished. The pens will be disinfected and replaced at the end of each school day.

The sign-in sheet now includes the following waiver at the top of each page: “By signing my child in today, I certify that neither they nor any household members are currently ill and/or have been symptom free for at least 72 hours without medication. Furthermore, I attest that my child and their family members are currently abiding by all current local, state and federal regulations and best practices regarding preventing the transmission of COVID19. I understand that failure to abide by these community agreements may result in my child’s temporary suspension from Mitsui Gardens International School until the threat of the coronavirus has passed.” By signing your child in, you agree to the terms of the waiver.

Please write slowly and legibly as the sign in sheet now doubles as a contact tracing form. In case of a new outbreak, we need to account for every person who has been at the preschool

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each day.

Parents need to remain in the marked area. After they are signed in, children will be taken to the classroom individually or in no more than groups of two to wash their hands. There should be no reason for parents to go to the cubbies as we will have limited use of them, so please do not go to cubbies. If you need to replace any of your child's spare clothing, place the new items in a plastic bag, and hand it to a teacher to place in a cubby for you.

If you arrive late, please walk your child to the preschool office to be screened and taken to their classroom.

Extended Day/Lunch Option Temporarily Suspended

To allow extra time for cleaning and sterilizing toys and the environment, the summer school day will end for everyone at 3pm.

Lunch service will be suspended until further notice. Please provide lunch and snacks for your child.

Sign Out

Please sign your child out while maintaining 6 feet of distance between you and other parents waiting in line and bring your own pen. After signing out your child, you may walk to the waiting point at the class door for your child.

Changes to General Routines

To increase general safety while at school, we have made a number of small changes to our "normal" way of operating, including:

- No water table or group sensory play. If we decide to use playdough, each child will have their own portion in an individual container, which will be discarded at the end of the day.
- To the extent possible, each child will have their own materials (scissors, etc.).
- When materials are shared, children will need to use hand sanitizer before and after shared use.
- All materials that are used each day, shared or not, will be cleaned with soap and water AND sanitized at the end of the day. If possible, they may be cleaned and sanitized immediately after use.
- Any material that gets sneezed on, coughed on or touched with wet or soiled hands will be removed from circulation immediately and not returned until fully cleaned and sanitized.
- No rough and tumble play where children end up on top of each other.
- Children will need to either wash their hands or use hand sanitizer EVERY TIME they stick fingers in noses or mouths. They may not touch any school materials until after their hands are washed.

Social Distancing Strategies

While recognizing the effectiveness of social distancing, all local, state and federal agencies also realize that it inhibits socialization and play for young children. We plan to use common sense social distancing. Children will be encouraged to maintain distance and discouraged from playing games that require close contact (like wrestling, hugging or tag). When we are in a group or when children are working independently, we will help the children maintain distance. However, young children cannot play together while 6 feet apart. As long as the play is safe and our group size remains small, we will not separate children who wish to build a fort together or be a pretend family or any other such game where they are not touching but may be closer than 6 feet.

- ✓ Children will remain in their groups and not be mixed with children of other groups.
- ✓ Teachers will remain assigned to their group/classroom and only rotate to other classrooms if there is no other alternative. In such event, teachers will wash hands thoroughly between classrooms.
- ✓ Staff will rotate use of pathways, gym, field, playground outdoors in order to accommodate Social Distancing.
- ✓ Parents will drop off/pick up children outside of the classroom at the marked locations. Screening will occur before children are accepted into classroom.
- ✓ Children's activities will be set up with social distancing in mind:
 - Circle time will be spread out, using marks if necessary.
 - Children will be spread out during table activities.
 - Children will be encouraged to spread out when possible.
 - Cots should be a minimum of 6 feet apart. Arrange the head/feet of each child alternately.

[Link CDC Social Distancing Guidelines for Preschools, Schools and Day Care Centers](#)

Teachers

Prior to scheduled shift, if teachers are experiencing any symptoms on our *Guidelines for Excluding Children and Staff with Illness*, they must contact their supervisor and not come to school. We have 1-2 substitutes who may come in their place.

Health Observations Throughout the Day

Teachers shall observe children throughout the day for symptoms. If symptoms are observed, teachers will notify the Director or Supervisor immediately and escort child to office for isolation and to call parents.

Children's temperatures will be taken again in the afternoon each day.

Face Coverings

Facial coverings are encouraged by CDC in order to protect others from the wearer who may unknowingly be carrying and transmitting Covid19.

Teachers are encouraged to wear masks, in their **designated** classroom at all times and when they are unable to socially distance while outside.

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- ✓ Staff members assigned to Parent Drop-Off and Pick-Up shall wear masks while doing these duties.
- ✓ Staff members and visitors should wear masks when they enter a classroom that they are not assigned to, although this should be a rare occurrence.
- ✓ Teachers are encouraged to wear masks when they are in other areas of the compound and are unable to social distance, especially indoors.

The decision as to whether or not (and when) a child wears a mask will be an individual one, made in consultation between each child's parents and the teachers. However, parents need to know that we (teachers, childcare workers) are discouraged from touching a child's mask in order to reduce contact. Any child wearing a mask should be able to properly (and sanitarily) remove and replace their mask without assistance.

Masks can muffle sound, causing a safety issue if teachers need to get a child's attention quickly or from a distance. A mask can also inhibit ability to comfort children because facial expressions are obscured. We plan to wear a mask when social distancing cannot be reasonably maintained. But we plan to remove the mask when reading a story, leading group activities where children and teachers can maintain 6 feet of social distance, or while children are playing/walking independently or in small groups in the compound.

Hand Washing

Staff and children will wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available. Children will be supervised when they use hand sanitizer to ensure correct use and prevent ingestion. After assisting children with handwashing, staff should also wash their hands.

All children, staff, and volunteers should engage in hand hygiene at the following times:

- ✓ Arrival to the facility and after breaks
- ✓ Before and after preparing food or drinks
- ✓ Before and after eating or handling food, or feeding children
- ✓ Before and after administering medication or medical ointment
- ✓ Before and after diapering
- ✓ Before going to a new classroom
- ✓ After using the toilet or helping a child use the bathroom
- ✓ Before & after sensory play
- ✓ After coming in contact with bodily fluid
- ✓ After handling animals or cleaning up animal waste
- ✓ After playing outdoors or in sand
- ✓ After handling garbage

[Link to CDC Healthy Hand Hygiene](#)

Toys

- ✓ Toys that have gone in a **child's mouth** or **been coughed** or **sneezed on** must be put in the To Be Sanitized bin.

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- ✓ Toys **can** be shared with children in their own classroom and will be disinfected between children.
- ✓ Indoor toys should not be shared with other classrooms unless they have been sanitized.
- ✓ Fabric toys should not be used at this time.
- ✓ Children cannot bring toys from home.
- ✓ Books and other paper-based items are not considered a high risk for transmission so therefore do not require any special procedures.

Sanitizing

We will be using a bleach solution for our daily cleaning & disinfecting. (Tables, chairs, counters etc.) Staff will spray surfaces and wipe with paper towels. Staff will spend time, during nap, sanitizing surfaces that are touched often.

To Be Sanitized Toys

These toys should be placed in the sink, spray with disinfectant, allow to dwell for 10 minutes and then rinse and dry.

Cots/Sheets/Napping Mats

- ✓ As stated above, cots must be placed a minimum of 6 feet apart.
- ✓ Continue to cover the cots with a clean sheet each day provided by preschool for under 3 yrs. of age.
- ✓ Napping mats can be placed on top of the sheeted cot
- ✓ Napping mats shall be sent home each week for laundering

[Link for CDC Guidelines for Cleaning and Disinfection](#)

Outdoor Time

We will spend a lot of our day outside. The fresh air is good for the children/staff and bad for the virus. Activities that are “normally” done inside (circle, story, art, snack, lunch etc.) may be brought outside.

- ✓ If more than 1 group is outside, each group must be in a designated area appropriately spaced apart. Once again, children from different groups will not be mixed.

Playground, Pool and Splash Pad

At these locations we will limit the number of children participating at any one time to students in one single class per swim or playground time (Max class size is 15) and include strategies as follows:

- Hand Hygiene and Respiratory Etiquette - Encouraging all staff, and swimmers to wash their hands often and cover their coughs and sneezes.
- Cloth Face Coverings - Encouraging the use of cloth face coverings as feasible. Face coverings are **most** essential in times when physical distancing is difficult.
 - ✓ Advise those wearing face coverings to not wear them in the water. Cloth face coverings can be difficult to breathe through when they're wet.
- Cleaning and Disinfection - Cleaning and disinfecting frequently touched surfaces before and after each class use - For example:
 - ✓ Handrails, slides, and structures for climbing or playing at the playground
 - ✓ Lounge chairs, tabletops, pool noodles, and kickboards

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- Shared Objects
 - ✓ Preventing from sharing items that are difficult to clean, sanitize, or disinfect or that are meant to come in contact with the face (for example, goggles, nose clips, and snorkels).
 - ✓ Preventing the sharing of all playground items such as shovels, buckets, balls etc. Large Playground equipment to be cleaned between each class use. Designated equipment used per class only – ie the Rabbits group Slide and Train only, Lions group Swing and Pirate Ship Only.
 - ✓ Ensuring adequate equipment for swimmers, such as kick boards and pool noodles, to eliminate sharing and limiting use of equipment by one group of users at a time and cleaning and disinfecting between use.
- Lifeguards and Water Safety
 - Ensuring that lifeguards who are actively lifeguarding are not also expected to monitor handwashing, use of cloth face coverings, or social distancing of others. Assign this monitoring responsibility to teachers
- Gatherings at Playground, Pool, Splash Pad
 - Avoiding group gatherings, or meetings both in and out of the water if social distancing of at least 6 feet between people who don't live together cannot be maintained. Exceptions to the social distancing guidance include:
 - ✓ Anyone rescuing a distressed swimmer, providing first aid, or performing cardiopulmonary resuscitation, with or without an automated external defibrillator.
 - ✓ Individuals in the process of evacuating an aquatic venue or entire facility due to an emergency.

Parent Communication

Do to the fact that parents are not seeing their child's teacher each day, it is even more important that we communicate regularly. We will do so by email and newsletters. Announcements will be made on News at Ten and by email.

Parent Tours/Visitors

- ✓ Will not be accepted until further notice.

If a child, family member or preschool employee is confirmed with COVID-19:

- ✓ Notify Embassy, Health Unit and Preschool Director – The appropriate action will be taken.
- ✓ Pre-school closed for cleaning, sanitization, for a 14-day period

How You Can Help at Home

Practice the following 3 things with your child to help them be safe at school:

1. 20 second handwashing that scrubs the front and back of the hands including thumbs, in between fingers and under fingernails
2. Sneezing and coughing into the crook of the elbow or tissue and immediate handwashing afterward

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3. Keeping fingers out of noses, mouths and eyes

**Guidelines for Excluding Children & Staff with Illness
Revised 4/16/20 Covid-19 Pandemic**

Symptom/Diagnosis	When Child will be sent home/excluded	When Child may return
Child/Staff Has any noticeable symptoms <ul style="list-style-type: none"> • Fever >99.5 • Dry Cough • Shortness of Breath • Malaise • Fatigue 	Immediately	When child has been symptom free, without fever reducing medication for 72 hours
Child/Staff Has Been in Contact with someone with a suspected case of COVID-19	Cannot attend until 14 days after contact or after contact person has been tested and proven to be NOT positive.	Cannot attend until 14 days after contact or after contact person has been tested and proven to be NOT positive.
Child/Staff Has Been in Contact with someone with a confirmed case of COVID-19	Cannot attend until 14 days after contact and no symptoms ever noted	Cannot attend until 14 days after contact and no symptoms ever noted
Family/child has traveled internationally in the last 14 days	Until person who traveled has been home for 14 days and no symptoms ever noted	After 14 days of returning and no symptoms ever noted
Chicken Pox	When lesions are noticed or present	When all lesions are dried and crusted. Typically takes 6+ days
Cold Symptoms <ul style="list-style-type: none"> • Runny Nose • Stuff Nose • Sneezing • Watery eyes • Cough • Malaise • Fatigue 	Immediately	When exclusion criteria are resolved or with a doctor's note stating the child is not contagious.
Diarrhea	After 2 occurrences within a 24-hour period	When diarrhea subsides for 24 hours
Diaper Rash	If sores are oozing and leak body fluid outside the diaper	When exclusion criteria are resolved
Hand, Foot & Mouth Syndrome	When lesions are noticed or present	When exclusion criteria are resolved or with a doctor's note stating the child is not contagious
Head Lice	When nits/eggs are noticed or present	When exclusion criteria are resolved
Irritability	If irritability cannot be redirected and/or prevents child from being able to participate	When child is able to be redirected
Itching	Immediately if itching is suspected to be caused by any of the following: Scabies, Impetigo or Ringworm	When exclusion criteria are resolved with a doctor's note stating the child is not contagious
Lethargy	If lethargy prevents participation	When exclusion criteria are resolved for 72 hours

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Mouth Sores	When sores cause drooling	When exclusion criteria are resolved or with a doctor's note stating the child is not contagious
Pink Eye (Conjunctivitis)	<ul style="list-style-type: none"> • When discharge is noticed • Pinkish/red swollen or irritated eyes 	When exclusion criteria are resolved or with a doctor's note stating the child is not contagious, unless at least 5 days has passed and no visible sign of infection
Rash	When unidentified rash is noticed with no reasonable explanation from parents.	When exclusion criteria are resolved or with a doctor's note stating the child is not contagious.
Strep Throat	If child has a positive strep culture	After at least 24 hours of antibiotic medicine
Vomiting	Immediately	When exclusion criteria are resolved for 72 hours or with a doctor's note stating the child is not contagious.

***** Mitsui Gardens Preschool Director and EWA Board Members reserve the right to exclude/include children/staff as they deem necessary.**

Information will be updated and communicated with the community, students and parents as soon as it is updated by the CDC.

Additional Information Specific to Summer Camps – Updated May 19th, 2020
Information Specific to Summer Camps is being issued as conditions change. [The latest for Summer Programs May 2020 located here.](#)

Information for this document is sourced from the CDC
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>