



Dear Parkside families,

We hope this note finds you and your family healthy and doing well during this trying time! Right now, we'd like to update you with our most recent news and information regarding the Covid 19 (Coronavirus) and assure you that we are monitoring the situation closely.

As you know, Lane County entered Phase One for reopening on May 15th. This phase allows child care centers to open back up under Emergency Child Care with some limited capacity and new restrictions and precautions in place to decrease the risk of exposure/spread of the virus. These new rules come from our licensing agency; the Early Learning Division, Department of Education, and will be in effect until the State makes a determination for any further changes.

On May 19th, our Board of Directors approved our reopening under these new rules set by the State of Oregon, as long as Lane County continues to be in the Phase One of reopening.

The following are some of the changes we will be making in order to open under the current restrictions.

- Class sizes have been reduced to no more than 10 children per classroom. This must be a stable group of children M-F each week. If we do not have enough Parkside families to fill all 10 spots, we may enroll children from outside the school on a temporary basis, until current families wish to return.
- Enrollment will be prioritized for children of first responders and essential workers. Next will be for those needing to return to their workplaces outside of the home, and then to those working from home.
- Parkside hours will change to 8:00am - 5:00pm, Monday through Friday. It will be important to allow extra time before drop off and pick up, as this is likely to take a bit of time to complete.

### **Drop off procedure**

- As per state recommendations, families will not be permitted to enter the building during this time. Only our essential staff and the children enrolled will be allowed to enter the building each day. (This is obviously very different for all of us, but it is necessary to decrease risk of exposure/spread of the virus).

- Dawn will greet you outside in the entry way where you will need to answer a series of questions (see attached Daily Family Health Check-Questionnaire) and your child will have their temperature taken before being able to come in to the school. (You are required to wear a mask for this interaction, so please don't forget. We'll be wearing one too!)
- If you answer 'yes' to any questions on the Daily Family Health Check or if your child/children fail the temperature check, they may not enter the school. Please note the question about travel outside of Eugene/Springfield area.
- If there are no issues with daily health check, Dawn will take your child in to his/her classroom. They will wash hands before beginning their play and interaction with children and teachers.
- Please use Class Dojo, email, or telephone to communicate with classroom teachers.

### **Pick up procedure**

- Upon arrival to pick up your child, please call the school at 541-344-1165 to announce your arrival and Dawn will meet you outside the entry doors with your child.

### **Health and Sanitation**

Listed below are health and sanitation procedures that have been updated to meet the current standards. Remember, most of our current policies will still apply, but there are some changes that are very different and we've tried to cover them all below.

- As always, children and staff will be handwashing throughout the day. Teachers will supervise children closely to ensure that proper handwashing is happening whenever any child is washing their hands.
- Equipment will not be shared between classrooms.
- All classrooms will remain separated, including on the playground.
- Staff will disinfect high touch and hard surfaces such as door handles, light switches, faucets, bookshelves, toys, and games that children play with throughout the day.
- We will perform an enhanced deep cleaning every night in all areas and surfaces.

- Staff will have ready access to anti-bacterial hand sanitizers, disposable gloves, and masks to be used as needed.
- Teachers will plate and serve each child's meal, as opposed to our family style meal service during this time.
- All staff will receive education specific to current Covid 19 practices, including recognizing symptoms as well as preventative measures.
- If at any time your child has a fever of 100.4 or higher, or shows Covid 19 related symptoms they will need to be excluded from Parkside. If this occurs during the school day your child will be isolated and will need to be picked up immediately.
  - Your child may return to Parkside after being fever free for 72 hours and testing negative for Covid 19 or after a minimum of 10 days and 72 hours fever free without testing.
  - If any child or staff member at Parkside tests positive for Covid 19, The state will require we close the school for a minimum of 14 days.
  - If a child or family member is exposed to Covid 19 they must be excluded from Parkside and self-isolate for 14 days.

If the current situation changes and it becomes necessary to update our procedures or close our program again temporarily, we will notify families immediately.

Please follow us on Facebook and Class Dojo for updates.

If you have any questions or concerns, please do not hesitate to contact us via phone or email.

Thank you for your understanding and patience as we implement these new procedures. Our goal is to minimize disruption while at the same time keeping you, your family and our staff healthy and well.

Dawn and Kristine

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Receipt Acknowledgement of Covid 19 Procedures and Policies

**In effect: June 1<sup>st</sup> ,2020 until further notice**

I have received, read, and understand the content, requirements, and expectations of the Covid 19 Policies for families of Parkside Community Preschool. I have received a copy of the policies and agree to abide by the policy guidelines as a condition of my child's enrollment at Parkside Community Preschool.

I understand that if I have questions, at any time, regarding these Policies, I will consult with the Directors.

Parent/guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/guardian Printed Name: \_\_\_\_\_

## DAILY FAMILY HEALTH CHECK - QUESTIONNAIRE

Prior to child/children drop off, staff will ask family to answer the following:

	Yes or No?
<b>In the past 14 days have you or your child...</b>	
Been in close contact with someone confirmed or suspected to have COVID-19? *For Health Care workers -- see next question	Y / N
If you are a healthcare worker, are you symptomatic?	Y / N
Traveled domestically (anywhere in the country – including OR)?	Y / N
Traveled internationally (out of the country)?	Y / N
Have you given your child any symptom relieving medication (Tylenol, Ibuprofen, Cough Medicine, Lozenges) in the last 24 hours?	Y / N
<b>Do you or your child have any of the following symptoms?</b>	
Temperature above 100.4°F (check temperature w/ forehead thermometer)	Y / N
Cough	Y / N
Sore throat	Y / N
Runny nose	Y / N
Shortness of breath	Y / N
Mild flu-like illness (fatigue, chills, muscle aches)	Y / N
Gastrointestinal intestinal issues (nausea, vomiting, or diarrhea)	
Rash	Y / N
<b>STAFF will take Child's Temperature daily upon Drop Off :</b>	<b>Temperature Must be below 100.4°F</b>
Child's Name:	

If family member answered "NO" to all these questions, he/she may drop-off their child.

If family member answered "YES" to any of the above, the child and parent or family member may not enter the facility. Staff will direct families to the following CDC resource to determine their next steps.

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>