

# WOODHAVEN COVID OVERVIEW

*Woodhaven follows the Guidelines provided by Oregon Department of Education-Early Learning Division and Parent Child Preschools Organization (PCPO).*

## Drop-Off & Pick-Up

- Parents or caregivers must wear a face mask and maintain physical distancing during both Drop-off and Pick-up.
- We encourage families to have the same person drop-off and pick-up the child every day and that those at higher risk of contracting COVID-19 not serve as the designated parent or caregiver for drop-off or pick-up.
- A critical part of drop-off is a State required Health Check.
- Drop-off occurs at the parking lot in front of the building. Check-in begins at 9:00am.
  - For a smooth and quick drop-off, we recommend that you have your child as ready as possible to start school before arriving. We also recommend arriving a few minutes early to finish dressing your child in their gear and enter the drop-off queue.
  - The family occupying the check-in parking spot must have their child geared-up and ready to go before pulling into the spot. The parent must wear a facemask.
  - Other families in queue to drop-off should be working on getting their kids ready while they are waiting. No siblings are allowed out of the car at this time.
  - The Parent will lower the car window or open the car door so Parent Teacher A can perform a no-contact temperature check. Parent then completes the Woodhaven Daily Attendance Log - COVID-19 electronic form. The Parent & Parent Teacher A should confirm completion of form.
  - Say goodbye as quickly as possible and Parent Teacher B takes the child, along with the child's crate, to the picnic table. Crate should be placed on the bench. The child retrieves their Woodhaven backpack from their crate. Parent Teacher B supervises the child while they wash their hands. After the child washes their hands the child is then guided to join Teacher Nicole at the fairy circle.
- Pick-up for families begins at 12:50pm at the fairy circle. Parents must wear a facemask.
  - Families should park leaving as much space as possible between cars to facilitate safe distancing.
  - Upon arrival at the fairy circle, the parent or caregiver shall stand behind their child and please refrain from small talk.
  - Parent completes the Woodhaven Daily Attendance Log - COVID-19 electronic form for pick-up on their own personal device.
  - As per Woodhaven tradition, we sing our goodbye songs and end with community announcements. The family will collect the child's crate and depart.
  - The Woodhaven playground is closed to families after school.

## HEALTH CHECK-MORE DETAILS

- If anyone has a temperature of 100.4° Fahrenheit or over, they must be excluded from school.
- All children and teachers (including Parent Teachers) are asked the following questions at check in. If the child is not able to reliably answer, we ask the parent who is dropping the child off.
  - (1) Has the adult or child been exposed to a person with a positive case of COVID-19 in the past 14 days?
  - (2) Has the adult or child been exposed to a person with a presumptive case of COVID-19 in the past 14 days? A “presumptive” case means the person was exposed to someone with COVID-19 and the presumptive adult or child showed symptoms in the past 10 days.
  - (3) Is the adult or child experiencing new loss of taste or smell, an unusual cough, shortness of breath, or fever? “Unusual cough” means something not normal for this person (e.g., allergies, asthma).
- If they answer no to all questions, they pass. If they answered yes to ANY question, they fail:
  - If yes to either question 1 or 2, the child or adult must quarantine for 10 days. The 10-day quarantine starts on the day that child or adult last had contact with the COVID-19 case. The 10-day quarantine can be shortened to 7 days if:
    - The person takes a COVID-19 test between days 5 and 7 of their quarantine period that comes back negative AND
    - The person is asymptomatic.
  - If yes to question 3, that person must be excluded from the program for at least 10 days, and be symptom-free for at least 24 hours. If they get a negative COVID-19 test that was taken before the 10 days is up, they can return once they have been symptom-free for 24 hours.
- Information required to be collected every day for Children:
  - Child’s Name
  - Adult completing drop-off and pick-up (just name no signature required)
  - Arrival and departure date and time
  - Daily Health Check - that the check was performed and a pass/fail result.
    - No specific information is to be kept on the health check for privacy purposes
- Information required to be collected every day for Adults:
  - Adult’s Name
  - Arrival and departure date and time
  - Daily Health Check - that the check was performed and a pass/fail result.
    - No specific information is to be kept on the health check for privacy purposes
- We are required to retain all this information in the Woodhaven Daily Attendance Log - COVID-19 spreadsheet for 2 years.

## Cleaning & Disinfecting

- We have two (2) mobile hand washing stations. All adults carry hand sanitizer.
- There is a bathroom call & hand washing prompt approximately every 45 minutes.
- Woodhaven utilizes Bioesque's Botanical Disinfectant Solution and Clorox Clean Up Cleaner + Bleach as our sanitizing and disinfecting solutions which are EPA approved for use against COVID-19.
- Disinfecting will occur right before school:
  - Picnic shelter supports with metal coverings
  - Heaters
  - Rain barrels-especially spicots
  - Play structure plastic and metal components
  - Swing set plastic and metal components
  - Climbing dome
  - Hill slide
  - Hallway Bathroom
  - Bench outside bathroom
  - Metal railings near sanctuary
  - Mobile hand washing sinks
  - Children's name tag rocks
  - No-contact Thermometer
  - Any classroom supplies to be used that day
- Each teacher (including Parent Teachers) carries a backpack with cleaning supplies, hand sanitizer, first aid kit, disposable gloves, facial tissues, gardening tools, and emergency contact sheet. Parent Teachers provide their own PPE: a mask, extra clothing and reusable gloves (optional).

## Other

- All staff, parents, caregivers, visitors, and children who are in kindergarten or older are required to wear a face mask when on site (unless they have a doctor's order).
- If the parent of a child desires the child to wear a mask, that is permitted. Woodhaven must have a documented request in writing from the parents of the child and the child must be able to perform their own operation of the mask.
- Each child has their own supplies including crayons & gardening tools. This reduces the items that are shared between children and reduces the number of items we need to disinfect.
- Each child brings their own snack and lunch from home. Our "Squirrel Nutkin" snack will be provided by the school in pre-packaged raisin boxes. All food will be eaten on each child's individual sit spot for physical distancing.
- We encourage families to take into consideration the child's ability to open their own water bottle and lunch when packing. Woodhaven discourages the use of individually packaged foods and encourages the use of bento-style lunch boxes.
- We have a Quarantine Area (Hemlock room) for if/when someone develops symptoms while at school. One parent teacher will supervise and call parents to pick up immediately. Family will then need to follow the Exclusion Policy before returning to school.
- We have a knotted rope (6ft apart) for children to hold onto and follow the teacher when performing a safety drill evacuation.

# Useful links for your reference

- Oregon Department of Education Early Learning Division Coronavirus Disease References: <https://oregonearlylearning.com/COVID-19-Resources>
- “Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19”: [https://oregonearlylearning.com/wp-content/uploads/2021/01/FINAL\\_Web\\_1.12.21\\_Version1.1\\_Health-and-Safety-Guidelines\\_English\\_UPDATED.pdf](https://oregonearlylearning.com/wp-content/uploads/2021/01/FINAL_Web_1.12.21_Version1.1_Health-and-Safety-Guidelines_English_UPDATED.pdf)
- Bioesque’s Botanical Disinfectant Solution Product information: <https://bioesquesolutions.com/botanical-disinfectant-solution/>
- Clorox Clean-Up Cleaner + Bleach: <https://www.clorox.com/products/clorox-clean-up-cleaner-bleach/original/>
- Disinfectants for Use Against COVID-19 EPA: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>
- 6 Steps for Safe & Effective Disinfectant Use EPA: <https://www.epa.gov/sites/production/files/2020-04/documents/disinfectants-onepager.pdf>
- GUIDANCE FOR CLEANING AND DISINFECTING CDC: [https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening\\_America\\_Guidance.pdf](https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf)
- Cleaning And Disinfecting Your Facility CDC: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility-H.pdf>
- Face coverings must follow CDC guidelines: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>



## EXCLUSION SUMMARY

for Child Care and Early Education Operations During COVID-19

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