



# MUSTARD SEED PRESCHOOL COVID – 19 SAFETY PROTOCOL

*This protocol will be followed to the extent possible and will be adjusted based on our experiences on campus and as we continue to receive updated guidelines.*

# **TABLE OF CONTENTS**

**OVERVIEW**

**TESTING**

**I. Drop Off and Pick Up Procedures**

**II. Safe Relating Protocols**

**A. Mask Use**

**B. Hand Sanitization**

**C. Allocation of Space on Campus**

**III. Symptoms Monitoring-Preventative Measures**

**A. Home/School/Home**

**B. Safe Relating Outside School**

**C. Travel Precautions**

**IV. Meals**

**V. Nap Times**

**VI. Sanitation**

**VII. Supplies and PPE**

**VIII. Illness**

**IX. Confirmed COVID Cases**

**REFERENCES**

**PARENT HONOR CODE**

**WAIVER OF LIABILITY**

## **OVERVIEW:**

The safety of our children, staff, families, and our community at large is paramount. This protocol was developed by Berkeley Covenant Church/Mustard Seed Preschool staff and the Open Safe committee. It is based on federal, state and local regulations and guidelines. This document is designed to outline Mustard Seed's practices and safety measures related to a safe return to our campus. Families are required to comply with the protocol outlined in this document. Families are free to exercise their right to keep their child(ren) at home if they are uncomfortable with anything outlined in this protocol.

While we are committed to ensuring that Mustard Seed is a safe and clean space for our children and staff, we recognize that it is impossible to create a zero risk environment at our school. We can, however, reduce the risk of infection through droplet-based transmission as much as we are able. Multigenerational households with elderly residents are at the greatest risk and should be thoughtful about reentry.

Per Alameda County requirements, all children on campus will be grouped into isolated circles of 12 children or less. Because the grouping method allows for children within each circle to intermingle, everyone must make decisions that reflect the fact that their actions outside of the Mustard Seed community play a critical role in the risk of infectious disease transmission within our school.

We are committed to creating a clean and safe space for our children and our staff, and to minimize the risk of infection as much as possible. We also recognize that a child's emotional wellbeing is equally important for their development as their physical health. To that end, we will continuously evaluate risks while supporting our children's emotional needs for social interaction and connections.

## TESTING

Alameda County has identified COVID-19 testing as a key strategy in reopening schools safely. It helps provide a baseline to identify asymptomatic carriers (people who are infected but showing no symptoms). Some people may be infected and contagious for days before they get sick, while other infected individuals may never develop symptoms. Both of these groups have the potential to spread the virus to the community at large. Alameda County Health Services is encouraging people to get tested even if they do not have any symptoms of illness.

Per Alameda County Department of Education recommendation, Mustard Seed will require all staff to be tested prior to coming on campus, and again on a regular basis. We are also encouraging those families who work outside of the home or travel to get tested on a regular basis. Testing for families is not required, but it is free, easy, and can be obtained 7 days a week either in a clinic or in your car. Here are two websites listing testing places and protocols.

<https://www.cityofberkeley.info/covid19-testing/>

<http://www.acphd.org/media/571443/alameda-county-covid-testing.pdf>

## **DROP OFF AND PICK UP PROCEDURES**

### **DROP OFF**

Kanga Readiness Camp Circles:  
Drop off 9:00am; Pickup 3:00pm  
Location: Hopkins Street security gate

Roo & Piglet Circles: Drop off 8:30-9:00am  
Location: Hopkins Street security gate

Pooh Bear & Kanga Circles: Drop off 8:30-9:00  
Location: Hopkins Street church doors

### **CHILDREN MUST ARRIVE DURING THE 30 MINUTE WINDOW ALLOTTED FOR THEIR CLASS**

#### **NO CHILD WILL BE ADMITTED AFTER 9:30am**

1. Prior to leaving home, please check your child for any symptoms of illness. Take your child's temperature. If your child exhibits any symptoms, or has a fever of 100.4 or higher, please keep your child home.
2. Adults dropping off their child(ren) should put on a mask before exiting their vehicles. Masks should be worn over the mouth and nose during the entire drop off procedure until you re-enter your vehicle.
3. Walk your child to the front entrance of the church or at the security gate on Hopkins Street. You will be greeted by a staff member outside of the building for health screening. Please keep a 6 ft distance between your family and the families in front and behind you in line.
4. All children and caregivers will be screened daily as they arrive at school. Screening will include a visual wellness check and may include temperature monitoring (using touchless thermometers). The following health questions will be asked and documented:
  - a. Has any member of your family (including your child) been exposed to COVID-19? If this is the case, the child will not be allowed on campus for the recommended 14-day quarantine period.
  - b. Has the child exhibited any symptoms of cough, sore throat, fever, difficulty breathing, and/or fever? If so, the child will not be allowed on campus.
  - c. Has the child exhibited any other symptoms of illness in the past 24 hours?
  - d. Has the child been given fever reducing medication (i.e. Tylenol/Motrin) in the last 24 hours?
  - e. What was your child's temperature when you took it this morning?

5. If you or your child is exhibiting any COVID-19 symptoms, including a fever over 100.4, your child will not be able to enter the school. You will be required to follow the protocol outlined in the section entitled, "Confirmed COVID-19 Cases" below.
6. A staff member will be at the entrance & exit points during drop off and pick up so that families do not need to touch the keypad or the door handles.
7. In order to minimize adult-adult contact and contamination of the newly disinfected classrooms, accompanying adults will not be permitted to enter the building. Children must be left at the school entrance with a staff member.
8. Please bring an extra pair of shoes for your child. They will be their "school shoes" and will remain at school. Children will leave their "home shoes" with parents. Teachers will help children put on their "school shoes" upon arrival into the classroom.
9. There will be free-standing sanitation stations at the entrance and exits of the campus. Also, children will wash their hands with soap and water before entering and exiting the classroom.
10. To avoid congestion, please observe the following:
  - a) If possible, please remain in your vehicle until you see less than 3 families in line for health checks.
  - b) While in line, please do not block the sidewalk for pedestrians.
  - c) Please stay at least 6 feet away from other families.
  - d) Please do not block neighbor driveways with your car, even "just for a moment".

**IMPORTANT NOTE: Again, no child will be admitted after 9:30 am. Unfortunately, children arriving after that time will not be admitted and will need to return home.** We cannot dedicate one staff member to stay at the entrance for prolonged health checks; and preschool Circles will begin their staggered separated schedules immediately upon entrance to the building.

## **PICK UP**

1. There will only be three pick-up time options: 1:00pm; 3:00pm; 5:30pm. Please do not arrive more than 10 minutes before your scheduled pickup time.

2. Your pick-Up location will be at the same location as your drop off, with the exception of 5:30pm. At 5:30pm, all pickups will be at the gate. Parents or those authorized to pick-up your child may not enter the campus.
3. If in line, please do not block the sidewalk for pedestrians.
4. Please leave the pickup area immediately after picking up your child to allow space for other parents to come and pick up their child. Limit interactions with other parents and ensure that you maintain a safe distance (>6 ft) while talking. Please avoid gathering with parents from separate Circles to reduce the chance of cross-Circle contamination.
5. On occasion, if you need to pick up your child early, please pre-arrange the pickup with Candace or Linda. Once leaving the campus, your child may not return until the following day.

## **SAFE RELATING PROTOCOLS**

1. For the time being and to the extent possible, children will be separated into small groups (Circles) of no more than twelve children.
2. As per the Alameda County Health Order, all Circles will be stable. This means the same children and staff will be grouped together for at least three weeks at a time. Any necessary changes to staffing or adding children to a Circle will only happen in 3-4 week increments after Circles begin.
3. Children shall not move between Circles.
4. Each Circle shall meet in a separate, dedicated classroom space.
5. Circles shall not mix with each other, including outdoor play and meals.
6. Equipment & materials shall be cleaned & disinfected between Circles.
7. All snacks and meals will be served in the classrooms.
8. Teachers will remain with their dedicated Circle for the entirety of the day.

## **MASK USE**

1. Teachers and staff will wear masks at all times, except during break and lunch times when they can maintain a safe relating distance from other staff members and children.
2. Children will be encouraged to wear a mask while indoors but may remove it during outdoor play, This will only be true if the child(ren) are amenable, and if the masks do not inhibit the child's comfort or activities.
3. Children under the age of two will not be permitted to wear a mask.
4. All adults dropping off and picking up their child(ren) must wear masks.

## **HAND SANITATION**

1. Upon entering the Mustard Seed campus, teachers and children will sanitize their hands at the free-standing hand sanitizing stations. Children under the age of two must not use this method.
2. Children will wash their hands with soap and water prior to entering their classroom. They will also wash their hands at least every hour while at school, including before and after going to the playground for outdoor playtime, before and after snack and lunch time. (Wash hands for 20 seconds with soap and water, rubbing thoroughly. Use single-use paper towels to dry hands.)
3. Teachers will wash their hands with soap and water at least hourly while at school, whenever moving from one child to another, when serving snacks and lunches, and when touching anything outside of their classroom.

## **ALLOCATION OF SPACE ON CAMPUS**

1. When indoors, each Circle will remain inside their assigned classroom. No children will be permitted in the hallways, common areas, dining room or other previously shared spaces.
2. Children and Staff will only use the bathrooms assigned to their own Circle.
3. Classes may concurrently use the outdoor play areas, but Circles will remain separated. Recent studies on COVID-19 indicate that the virus is unstable when exposed to UV and aerosol clouds containing viral particles are quickly dispersed in fresh circulating air, thereby reducing the chances of infection.

4. Each Circle will have a designated time, and a designated space to play outside. Scooters and helmets, the climbing structure, balls, and the wooden building blocks will be shared by all children. Other toys will be divided into age-appropriate grouping to be used by individual Circles. All toys will be sanitized and disinfected by our housekeeping crew after each play session.

## **SYMPTOM MONITORING PREVENTATIVE MEASURES**

### **HOME/SCHOOL/HOME**

1. Children with long hair should wear it up.
2. Because of the possibility of cross-contamination, we discourage allowing your child to bring items from home. An exception to this rule is your child's need to have a "lovey." Please select an item *that will remain at school*.
3. Please bring the following items that will remain at school. Please make sure your child's name is on each item. We will wash them here at school.
  - Shoes
  - 2 pairs of socks
  - Underwear
  - Pants - 2 pair
  - Shirts - 2 pair
  - Jacket/Sweater
  - Dishwasher safe water bottle
4. If your child is not acting like their normal self, please take their temperature before leaving home and consider keeping them home regardless.
5. Please notify us if your child develops any symptoms outside of school. *Please do not send your child to school* if they have taken medicine for a fever or aches in the last 48 - 72 hours.
6. We recommend the same family member drop off and pick up your child; but we understand that this may not always be possible.
7. Upon arriving home, we recommend changing clothes and washing hands.

### **SOCIAL DISTANCING OUTSIDE OF SCHOOL**

1. The current health order (6/5/20) from Alameda County continues to restrict activities outside the home. Please find more information and the current health orders at:
  - <https://www.cityofberkeley.info/covid19-health-orders/>

2. Please notify Candace if you have been in contact with anyone that has been diagnosed with COVID-19.

## **TRAVEL PRECAUTIONS**

1. The county order currently asks that all travel be suspended unless it falls under the category of “essential activities.” This order may change, but the school will continue to follow the County’s guidelines regarding travel.
2. If anyone in your household has traveled outside of the Bay Area recently, please share this information with Candace so that we are able to observe your child for the development of symptoms. You may consider keeping your child home for a period of time.
3. When returning from travel outside of the Bay Area, we recommend waiting a period of 3-5 days before allowing your child to return to school, or getting a COVID-19 test as an added precaution before sending your child to school.
4. Any *adult* in your child’s household that is returning from a CDC Level 3 area must notify Mustard Seed in writing and your child should stay home for 7 days.
5. *Students and staff* that have traveled to a CDC Level 3 area should stay home for 10 days.

## **MEALS**

1. Mustard Seed will continue to provide all snacks and lunches; however, we will no longer serve meals family style. This means there will be no open containers of food in the middle of the tables for all to breathe on.
2. Using single-use plates and utensils, meals will be individually portioned and served by the teachers in the classroom.
3. Tables will be set to provide adequate spacing for children.
4. Gloves and masks will be worn by all staff serving food.
5. After meal time, tables, chairs and trays will be cleaned and disinfected.
6. All children are required to bring and leave their own dishwasher-safe water bottles to school.

## **FOOD PREPARATION**

1. Masks will be worn when preparing and handling all food, accepting deliveries, and cleaning.
2. Food entering the facility will be washed thoroughly.
3. Sinks used for food preparation will not be used for any other purposes.
4. All food, once served or handled outside the food preparation area, will be discarded.
5. At the end of each day, all kitchen surfaces will be thoroughly cleaned and sanitized.
6. Kitchen staff will wear aprons and masks that are single use or laundered daily  
kitchen staff will wear disposable gloves when directly handling food prior to service and change them frequently

## **NAPTIME**

1. Children will only nap with those in their Circle. Naptime will be overseen by a teacher within their Circle.
2. Napping cots and mats will be spaced at least 6 feet apart.
3. Children will be lined up head-to-toe to increase their distance apart.
4. Each child's bedding will be kept separately in a plastic bag.
5. Bedding will be provided by the school and washed weekly.
6. Napping cots and mats will be disinfected after use.

## **SANITATION**

1. Whenever possible, classroom doors and windows will be left open to provide ventilation.
2. Fans will be placed in the classrooms for additional air ventilation.
3. Each classroom will be equipped with an air purifier and UV sterilization equipment.

4. We will have a dedicated housekeeping crew continuously cleaning and disinfecting the school throughout the day. The entire campus will be cleaned and disinfected every evening.
5. Each day will start with newly sanitized classrooms and common areas.
6. All common areas will be continuously cleaned and disinfected throughout the day, including bathrooms.

### **SUPPLIES AND PPE (Personal Protection Equipment)**

1. Non-toxic, environmentally friendly disinfectants e.g. (hydrogen peroxide, isopropyl alcohol, etc) will be used whenever possible.
2. “Touchless” thermometers are used when needed.
3. “Touchless” automatic hand sanitizers and manually operated standing sanitizer stations will be placed throughout the campus.
4. To facilitate regular use, non toxic disinfectant spray bottles will be placed conveniently throughout the school. All bottles will be out of reach of children.
5. Mustard Seed uses healthcare grade [Hydrogen Peroxide Cleaner](#), 10% bleach solution for kitchen and bathrooms, and [Benefect Decon 30](#), a high quality botanical disinfectant.

### **ILLNESS**

1. Children exhibiting any of the symptoms in the chart below (except sneezing) will be sent home immediately.
2. If a child is sick and is waiting to be picked up, they will be given a mask to wear and will be isolated from the other children (under supervision of staff member).
3. Please be prepared to pick up your child(ren) at a moment’s notice.
4. Children will be required to stay home for 3 days from the last symptom.
5. If there is a risk of exposure outside of school, parents are encouraged to get tested (and/or have the child tested).

Symptoms	Coronavirus* (COVID-19) Symptoms range from mild to severe	Cold Gradual onset of symptoms	Flu Abrupt onset of symptoms	Seasonal Allergies Abrupt onset of symptoms
 Length of symptoms	7-25 days	Less than 14 days	7-14 days	Several weeks
 Cough	Common (usually dry)	Common (mild)	Common (usually dry)	Rare (usually dry unless it triggers asthma)
 Shortness of breath	Sometimes	No**	No**	No**
 Sneezing	No	Common	No	Common
 Runny or stuffy nose	Rare	Common	Sometimes	Common
 Sore throat	Sometimes	Common	Sometimes	Sometimes (usually mild)
 Fever	Common	Short fever period	Common	No
 Feeling tired and weak	Sometimes	Sometimes	Common	Sometimes
 Headaches	Sometimes	Rare	Common	Sometimes (related to sinus pain)
 Body aches and pains	Sometimes	Common	Common	No
 Diarrhea	Sometimes	No	Sometimes for children	No
 Chills/repeated shaking	Sometimes	No	Sometimes	No
 Loss of taste or smell	Sometimes	Rare	Rare	Rare

Your symptoms may vary. \*Information is still evolving. \*\*Allergies, colds and flus can all trigger asthma, which can lead to shortness of breath. COVID-19 is the only one associated with shortness of breath on its own.

Sources: Asthma and Allergy Foundation of America, World Health Organization, Centers for Disease Control and Prevention.  
edited 4/29/20 • [aafa.org/covid19](http://aafa.org/covid19)

## CONFIRMED COVID-19 CASES

1. If we are made aware of a confirmed COVID-19 case at Mustard Seed, we will immediately:
  - a. Notify the Alameda County Department of Public Health and/or the City of Berkeley Health Department to determine next steps.
  - b. The regulatory agencies will require that we help identify adults/children who may have had close contact with the individual.
  - c. Coordinating directly with local health officials, we will communicate with all families and staff. Due to confidentiality, we will not disclose who is ill, but will let you know what class is affected.
2. Students and most staff will be dismissed for 2-5 days. This initial short-term dismissal allows time for the County/City to help us determine appropriate next steps, including whether an extended dismissal is needed to stop or slow further spread of COVID-19. County/City recommendations for the scope and duration of dismissals and closures will be made using the most up-to-date information available.
3. During the period of dismissal, staff and families are discouraged from gathering or socializing with people that are not members of their immediate household. This includes group child care arrangements.
4. We will continue to update staff and families as we coordinate with local health officials.
5. If someone in a staff member's or child's household contracts COVID-19, the staff member or child will be required to quarantine for 14 days before returning to school. In the event that this is true, we will notify all families of the case. The staff member must receive a negative COVID-19 test result before returning.
6. **If a child or staff member tests positive for the virus** and the regulatory agencies allow, they may return after all three of these are true:
  - a. At least 14 days have passed since symptoms first appeared; AND
  - b. There have been at least three consecutive days with no fever and no fever medications have been taken; AND
  - c. Respiratory symptoms (cough, shortness of breath) have been improving for at least three consecutive days.
7. **If a child or staff member has a fever and is NOT tested** and has no medical evaluation, they may return after all three are true:
  - a. At least 14 days have passed since symptoms first appear; AND
  - b. There have been at least three consecutive days with no fever and no fever medications have been taken; AND

- c. Respiratory symptoms (cough, shortness of breath) have been improving for at least three consecutive days.
8. **If a child or staff member has not been tested, but has had a medical exam** and has something other than COVID-19, they may return before 14 days have passed IF the following two are completed:
- a. Symptoms have resolved; AND
  - b. There have been at least three consecutive days with no fever, and no fever medications have been taken.
9. Mustard Seed's housekeeping crew will implement CDC cleaning and disinfection protocol for community facilities with suspected/confirmed COVID-19 cases.
10. Mustard will reopen the class/school once approval is received by the County Public Health Department and/or the City of Berkeley Public Health Department.

**NOTES:**

*We will update all policies as the city/county/state/CDC adjust their recommendations.*

IF policies change to further restrict class sizes such that we aren't able to accommodate all families, we may need to prioritize by accommodating essential workers and families in greatest need of childcare.

We are committed to keeping our children, their families, and our staff safe. We also recognize that a child's emotional wellbeing is equally important for their development. To that end, we will continuously evaluate risks while supporting our children's emotional needs for social interaction and connection.

**REFERENCES AND RESOURCES**

California Department of Social Services, Community Care Licensing  
 California Stronger Together Guidebook for the Safe Reopening of Public Schools  
 California Division of Occupational Safety and Health (Cal/OSHA)  
 California Coronavirus (COVID-19) Resources  
 California Department of Public Health COVID-19 Guidance: Childcare Programs  
 Centers for Disease Control and Prevention (CDC)  
 County of Alameda Public Health COVID-19 Site Specific Protection Guidance  
 CDPH State Recommendations  
 CDC Guidelines for Schools

## **MUSTARD SEED COMMUNITY COMMITMENT PARENT HONOR CODE**

As a member of Mustard Seed Preschool during this period of pandemic, I understand that my family's decisions and actions may have direct impact on the Mustard Seed community of families and teachers. This may mean that my family must forgo certain events and activities in order to protect our preschool bubble. Wanting to keep our community as safe and COVID-free as possible, I make the following pledge:

- If at all possible, I will make our family's bubble as small as possible, reducing the number of people we come in contact with, thereby reducing the risk of contracting coronavirus and spreading it within the school.
  - Alameda County regulations state that a child may participate in one extracurricular activity outside of his/her family bubble. I understand that my child's attendance at Mustard Seed Preschool constitutes one extracurricular activity, and that he/she cannot participate in any other non-family circle of activity.
  - If at all possible, I will reduce our family's exposure to coronavirus by not attending events with large groups or crowds. If anyone in our family does attend such an event, I/we will take every precaution to do so safely, and I will inform Candace of our attendance at this event.
  - If at all possible, everyone in our family, with exception of children under the age of two, will wear masks in public and at any time when we cannot keep a minimum of 6 feet from those not in our family's bubble.
  - I will take my child's temperature on a daily basis before coming to school. If my child has a temperature or any signs of illness, I will keep my child at home for the number of days outlined in this plan. I understand that I must report my child's temperature during the school's check-in process.
  - I will inform Candace if anyone in our household contracts or tests positive for coronavirus. In the event this is true, my child will stay at home for the number of days outlined in this plan.
  - I will inform Candace if anyone in our household comes in contact with someone who has coronavirus. In the event this is true, my child will stay at home for the number of days outlined in this plan.
  - I commit to stay in compliance with current travel restrictions. I will inform Candace if anyone in our household travels outside the Bay area. If necessary, I understand that my child may be required to stay at home for the number of days outlined in the Travel section of this plan.
-

Parent 1 printed name

Parent 1 signature

Date

\_\_\_\_\_  
Parent 2 printed name

\_\_\_\_\_  
Parent 2 signature

\_\_\_\_\_  
Date

**Waiver of Liability during Pandemic**

My signature acknowledges that I understand that even with the preventive measures Mustard Seed is taking to avoid possible exposure of COVID-19 to the children and staff, there is a pandemic taking place worldwide. By signing this, I am waiving my right to legally or monetarily hold Mustard Seed responsible for my child contracting COVID-19 or any health complications that may result from contracting COVID-19.

\_\_\_\_\_  
Parent 1 printed name

\_\_\_\_\_  
Parent 1 signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent 2 printed name

\_\_\_\_\_  
Parent 2 signature

\_\_\_\_\_  
Date