

PIERCE CHAPEL PRESCHOOL COVID-19 POLICIES AND PROCEDURES

These policies and procedures have been drafted in accordance with the guidelines and recommendations provided by the Georgia Department of Early Care and Learning/Bright from the Start, the Centers for Disease Control and Prevention, and Pierce Chapel United Methodist Church.

Any questions or concerns regarding these policies should be directed to the Pierce Chapel Preschool Director.

preschool@piercechapel.com

706.327.9807 x6

The health, safety, and well-being of Pierce Chapel United Methodist Church Preschool students, staff, and families is always of the utmost concern in our preschool and is a driving force for establishing health and safety policies and procedures. As we face this unprecedented public health emergency of COVID-19, Pierce Chapel Preschool will require that all staff and families abide by these newly established policies and procedures. These policies and procedures are set up as a means of supporting and reducing risk to our children, families, and staff. Because the COVID-19 pandemic is a fluid situation, Pierce Chapel Preschool recognizes that these policies and procedures are subject to change as they may need to be revised in response to changing local conditions and mandates and/or knowledge about the virus. Any changes will be communicated to families and staff both electronically, and through printed format. All questions regarding these policies and procedures should be directed to Pierce Chapel Preschool Administration by email at preschool@piercechapel.com or by calling 706.327.9807 x6. Thank you for partnering with us to provide the safest possible environment for your child to thrive during this pandemic.

General COVID-19 Information

- COVID-19 is an infectious disease that is spread through the air by persons coughing or sneezing, through close personal contact, and/or by touching your eyes, nose, or mouth after touching a contaminated surface. This virus can result in a mild to severe reaction and can cause the following symptoms:
 - Symptoms most commonly appearing in adults are (source: CDC):
 - Fever/Chills
 - Cough
 - Muscle and body aches
 - Headache
 - New loss of taste or smell
 - Shortness of breath or breathing difficulty
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
 - Fatigue

- Symptoms most commonly appearing in children are (source: Mayo Clinic):
 - Fever/Chills
 - Runny nose
 - Cough
 - Fatigue
 - Muscle aches
 - Nausea or vomiting
 - Diarrhea

This list of symptoms is not intended to be comprehensive. Please see the CDC website for the most updated list of COVID-19 symptoms.

➤ **Tips for Parents:**

- Practice and reinforce good hygiene habits with your family.
- Wash your hands for at least 20 seconds (sing your ABC's, Happy Birthday or count to 20) with warm, soapy water, but especially after going to the bathroom, before and after eating, and after blowing your nose, sneezing, or coughing. Use Hand Sanitizer with at least 60% alcohol as a substitute for soap and water when needed.
- Keep your child home if they are sick with any type of illness. Contact your doctor to discuss your child's symptoms.
- Communicate any absences to the preschool office and/or your child's teacher.
- Be prepared with a backup plan for childcare in the event our school must close your child's classroom or the entire preschool due to positive COVID-19 exposure. Pierce Chapel Preschool will follow the Health Department guidance and recommendations for any necessary classroom and/or school closings (possibly closing for 14 days). Talk to your employer or make alternate childcare arrangements ahead of time.
- Stay informed. This health emergency situation is one that changes rapidly. Stay up to-date with these resources:
 - www.cdc.gov/coronavirus/2019-ncov/index.html
 - decal.ga.gov/BFTS/Covid19.aspx

COVID-19 Policies and Procedures

➤ **Prevention of the Virus ENTERING the Building:**

Pierce Chapel Preschool will take all necessary precautions to keep the COVID 19 Virus from entering the Preschool. These steps include:

- Only allowing staff and children in the building who are required/authorized for daily operations.
- Restricting Visitors – Visitors, including parents, and other church staff members, will not be allowed in the preschool building unless previously authorized by Pierce Chapel Preschool Administration and/or the pastors. Pick-up and drop-off for all children will be done through the outdoor locations as assigned.
- Daily health screenings will be conducted for all staff and preschool children including temperature checks on arrival.
- A COVID-19 Protocol Parent Acknowledgment Form is to be completed by each family and kept on file.
- Anyone exhibiting COVID-19 symptoms will be excluded for the period of time outlined in the School-Wide Response to Positive COVID-19 Exposure section of this document.

➤ **Prevention of the Spread of the Virus WITHIN the Facility:**

- Class sizes will be limited to the following numbers plus 2 staff members assigned to each class.
 - One Year Olds – 8
 - Two Year Olds – 12
 - Three Year Olds – 12
 - Pre-K (Four Year Olds) – 14
- Pairs of classes will operate as a self-contained *pod*. The pod will consist of two classrooms that share an adjoining bathroom.
- Classrooms will include the same children every day. Staff will be kept consistent from classroom to classroom, with the only exception being in the event of staff absence and the need for a substitute.

- Classroom furniture will be placed in a manner that promotes spacing/separation of children to aid in promoting distancing within reason for each age group.
- Each pod will have dedicated times for playground and enrichment classes.
- Children will be spread out as much as possible within their classrooms during snack. Lunch Bunch will not be available until further notice.
- Classroom windows will be opened from the top whenever possible to increase ventilation.
- Water play and sensory play with items such as rice, beans, playdough, and sand will be limited as much as possible. When sensory play does occur, items used will be offered individually to the children rather than being shared between children.
- Children will be reminded to avoid touching their eyes, nose, and mouth.
- Proper hand washing and hygiene practices will be used for children and staff throughout the day. Children and staff should wash their hands for a period of 20 seconds with warm water and soap:
 - Upon each arrival in the classroom in the morning and during the day
 - Before and after eating snacks; Lunch Bunch will not be available until further notice
 - After blowing their nose, coughing, or sneezing, or in contact with bodily fluids
 - After toileting or changing diapers
- Hand sanitizer with at least 60% alcohol may be used in lieu of handwashing when needed.
- Staff members will wear masks during carpool. In the classroom, staff will wear either a mask or a clear face shield. Preschool children are not required to wear masks or face shields but may at their parents' discretion. No one under the age of 3 may wear a mask.

➤ **Sanitation Practices:**

Pierce Chapel Preschool will continue to follow best practices for hygiene, cleaning, sanitizing, and disinfecting the classrooms and materials used.

- **Cleaning products will be CDC approved for use.**
- Routine cleaning of all surfaces and items frequently used will occur throughout the school day.
- Toys will be sanitized throughout the day as needed, and at the end of each school day.
- Classrooms and bathrooms will be cleaned and disinfected at the end of each school day as well.
- Playground will be sprayed regularly.
- Pierce Chapel Preschool will refrain from using washable cloth toys during the COVID-19 pandemic.

➤ **Arrival and Departure Procedures:**

We apologize for any inconvenience, but in order to avoid any additional exposure, parents/caregivers will not be allowed to walk children to class.

- All children **MUST** be dropped off in their specified class areas that will be provided to you.
- Parents/caregivers are required to wear a mask and maintain social distancing at all times including during carpool.
- Pierce Chapel Preschool Staff Members will complete the health screening process, sign them in, and walk them into the building.
- Children not arriving through carpool will be required to wait at the door with their parent/caregiver maintaining six foot spacing from other families until a staff member can come and screen them and walk them to class.
- All children **MUST** be picked up in their specified class area at the end of the day.
- For all children being picked up prior to dismissal, the parent/caregiver will need to buzz the door and remain outside for a staff member to bring the child to them.

➤ **Children or Staff Who Develop COVID-19 Symptoms During the Day:**

- Any child or staff member who develops COVID-19 symptoms during the school day will be separated from their class immediately and sent home as soon as possible.
- In the case of a child, Pierce Chapel Preschool will follow our Illness Policy as outlined in the Parent Handbook.
 - The child will remain in the director's office or another area of isolation with a staff member and the parent will be called and asked to pick up the child immediately.
 - The area the child was in will be completely cleaned and disinfected.
 - If a child has a fever (100° F or higher) they will need to quarantine at home and be fever-free for 72 hours without medication or 48 hours if providing a note of clearance from the doctor.

➤ **School-Wide Response to COVID-19 Exposure:**

If an enrolled child or staff member tests positive for COVID-19, Pierce Chapel Preschool will take the following steps. All efforts to maintain confidentiality will be made.

- **Pierce Chapel Preschool Staff members** will be expected to follow the guidelines for returning to work as outlined below:
 - If a staff member tests positive for COVID-19, they must quarantine at home for a minimum period of 14 days from the date of their test, and the Georgia Department of Health will be notified. Pierce Chapel Preschool will follow their guidance and recommendations for any necessary classroom and/or school closings (possibly closing for 14 days). Parents of children in that classroom will be notified that there was a positive COVID-19 case without identifying the class member. A deep cleaning of the classroom will occur before classes resume the following day. The staff member must be symptom-free and have a negative COVID-19 test result before returning to work.
 - If a staff member has had contact with a person who is COVID-19 positive, they must self-isolate at home for a minimum of 14 days from last exposure or until

- a negative PCR test result from day 5 or later is received. They will be required to have a negative COVID-19 test result before returning to work.
- If a staff member has a child or family member who is quarantining due to an exposure, the staff member will be required to quarantine at home. If a negative test result is received on days 5-7, they may return to work on day 8. If the choice is made to not take a COVID test, the staff member may return to work after 10 days symptom-free.
 - **Enrolled children** will be expected to follow these guidelines before returning to school:
 - Parents must notify the Preschool immediately if a child is showing symptoms of COVID-19, tests positive for COVID-19, or has a known exposure to someone who has tested positive for COVID-19.
 - If a child tests positive for COVID-19, that child must quarantine at home for a minimum of 14 days and the Georgia Department of Health will be notified. Pierce Chapel Preschool will follow their guidance and recommendations for any necessary classroom and/or school closings (possibly closing for 14 days). Parents of children in that classroom will be notified that there was a positive COVID-19 case without identifying the class member. A deep cleaning of the classroom will occur before class resumes the following day. The child must quarantine at home for 10 days from the onset of symptoms. After 10 days and at least 24 hours fever-free, the child may return to school on day 11.
 - If a child has a family member or other person in their home who is positive for COVID-19:
 - The child will be required to quarantine for 14 days symptom-free from last exposure before returning to school.
 - If the child develops symptoms of COVID-19 or receives a positive test result, they must quarantine in the home for 10 days from the onset of symptoms. After 10 days and at least 24 hours fever-free, the child may return to school on day 11.

- If a child has a family member in the home who is quarantining due to an exposure, the child will be required to quarantine at home. If a negative test result is received on days 5-7, they may return to school on day 8. If the choice is made to not take a COVID test, then the child may return to school after 10 days symptom-free.
- If a child is exhibiting symptoms, but has no known exposure risk, they will be required to remain at home until they are symptom-free for a period of 72 hours without the aid of medication or 48 hours if providing a note of clearance from their doctor. The classroom will remain open.