



## Bremen First United Methodist Church Kid Quest Preschool COVID-19 Manual

### **BREMEN 1ST UNITED METHODIST CHURCH KID QUEST PRESCHOOL**

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 Center for Disease Control and Prevention, BIUMC Preschool Board, and the Office of the Bishop, North Georgia UMC Conference.

*Effective September 7, 2020 until further notice. This policy will be reviewed and revised as needed each week.*

The health, safety, and well-being of B1UMC KQ Preschool students, staff, and families is always of utmost concern in our operations and is a driving force for establishing health and safety policies and procedures. As we face this unprecedented public health emergency of the COVID-19 Coronavirus, B1UMC KQ 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 protecting our children, families, and staff. Because the COVID-19 pandemic is a fluid situation, B1UMC KQ Preschool recognizes that these policies and procedures are subject to change as they may need to be revised in response to changing trends and/or knowledge about the virus. All questions regarding these policies and procedures should be directed to the B1UMC KQ Preschool office by emailing [preschool@Bremen1st.org](mailto:preschool@Bremen1st.org) or by calling 770- 537-4925. Thank you for partnering with us to be able to continue to safely care for your child and help them thrive during this pandemic.



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### GENERAL COVID-19 INFORMATION

COVID-19 or CORONAVIRUS 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 before washing your hands. This virus can result in a mild to severe reaction and can cause the following symptoms:

- Fever (100.4 or higher)
- Cough
- Shortness of Breath
- Difficulty Breathing
- Respiratory Symptoms
- Any 2 of the following: chills, repeated shaking with chills, muscle pain, headaches, sore throat, diarrhea, nausea.

Research shows that children are likely to have milder symptoms than adults, but this is not always the case.

#### **People who may be at higher risk of severe illness from COVID-19 include:**

- People aged 65 and over
- People of all ages with underlying medical conditions
- Any person who is immunocompromised
- People with severe obesity
- People with diabetes, chronic kidney disease undergoing dialysis, liver disease
- People who are pregnant

#### **Tips for Parents:**

- Practice and reinforce good hygiene habits with your family. Wash your hands often for 20 seconds (sing Happy Birthday) with warm, soapy water, but especially after going to the bathroom, before and after eating, and after blowing your nose, sneezing, coughing and removing your mask. Use Hand Sanitizer with 60% alcohol as a substitute for soap and water when needed.
- Keep your child home if they are sick with any illness. Contact your doctor to discuss your child's symptoms.
- Communicate any absences to the preschool office and/or your child's teacher.
- Stay informed. This health emergency situation is one that changes rapidly. Stay up to-date with these resources:



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- <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- <http://decal.ga.gov/BFTS/Covid19.aspx>
- Take care of yourself! Spend a few moments each day engaged in selfcare. Take a walk, read, pray, listen to music, sit outside, yoga- whatever you enjoy, do it. Spend at least 10-15 minutes taking care of yourself and your mental health so that you can continue to care for your children and family in a positive way.

### **COVID -19 POLICIES AND PROCEDURES**

#### **PREVENTION OF THE VIRUS FROM ENTERING THE SCHOOL**

B1UMC KQ Preschool will take all necessary precautions to keep the COVID-19 Virus from entering the Preschool wing of the church. 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 wing unless previously authorized by Bremen 1st UMC Director of Children's Ministries, Assistant Director of Children's Ministries and/or the Senior or Associate Pastor. Pick-Up and Drop-Off for all children will be done through the Carpool line.
- ❖ Daily health screenings will be conducted for all staff and preschool children including temperature checks on arrival. Anyone with a temperature of 100.4 or higher will not be allowed in the building.

Anyone exhibiting COVID-19 symptoms will be excluded for the period of time as outlined in the School-Wide Response to Positive COVID-19 Exposure section.

#### **PREVENTION FROM THE SPREAD OF THE VIRUS WITHIN THE SCHOOL**

B1UMC KQ Preschool will be taking the precautions to minimize the spread of the virus.

- ❖ Class sizes will be limited to the recommended group size. We will maintain all child to staff ratios.



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- ❖ 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.
- ❖ Classes will have dedicated daily playground time. Water play and sensory play with items such as rice, beans, and sand will be limited as much as possible. When sensory play does occur, items used will be disinfected in between children.
- ❖ Children will be reminded not to touch 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 arrival in the classroom in the morning
  - Before and after eating meals and snacks
  - After blowing their nose, coughing, or sneezing, or in contact with bodily fluids
  - After toileting or changing diapers
- ❖ Hand sanitizer with 60% alcohol may be used in lieu of handwashing when needed.

### **SANITATION PRACTICES**

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. In addition to the rigorous hygiene, sanitation, and disinfection rules we already adhere to, we will be paying special attention to:

- Using EPA-registered disinfectants that are active against coronaviruses.
- Cleaning and disinfecting frequently touched surfaces throughout the day and at night.



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- Routinely cleaning, sanitizing, and disinfecting surfaces and objects that are frequently touched including door knobs, light switches, countertops, chairs, cubbies, and playground structures.
- Cleaning and sanitizing toys at the end of the day or after use.
- Temporarily remove some soft toys and other items from the classroom that cannot be cleaned and sanitized/disinfected.
- Setting aside toys that children have placed in their mouths or that are otherwise contaminated by body secretions until they can be sanitized.

### **ARRIVAL AND DISMISSAL PROCEDURES**

All children **MUST** be dropped off in the carpool line. B1UMC KQ Preschool staff members will complete the health screening process and walk them to class. All children **MUST** be picked up in the carpool line at the end of the day.

### **CHILDREN OR STAFF WHO DEVELOP SYMPTOMS OF ANY ILLNESS DURING THE DAY**

Any child or staff member who develops symptoms of illness during the school day, will be sent home as soon as possible. In the case of a child, B1UMC KQ Preschool will follow our illness policy as outlined in the parent handbook. We appreciate your understanding of the cautious approach we must take to do this.

### **SCHOOL-WIDE RESPONSE TO COVID-19 EXPOSURE**

In the event an enrolled child or staff member tests positive for COVID-19, all efforts will be made to maintain confidentiality and B1UMC KQ Preschool will take the following steps:

**Bremen 1UMC Preschool Staff members** will be expected to follow our church's policy for returning to work as outlined below:

- If a staff member tests positive for COVID-19, they must quarantine at home for a period of 10 days, and the Georgia Department of Health will be notified. B1UMC KQ Preschool will follow their guidance and recommendations for any necessary classroom and/or school closings. Parents of children in that classroom will be notified that there was a positive COVID-19 case. A deep cleaning of the classroom will occur. The staff



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member must be symptom free and have a negative COVID-19 test result before returning to work.

- If a staff member has had direct contact with a person who is COVID-19 positive, they must self-isolate at home for 14 days. They will be required to have a negative COVID-19 test result before returning to work.

### **Enrolled Child:**

- If an enrolled child tests positive for COVID-19, that child must quarantine at home for 10 days, and the Georgia Department of Health will be notified. B1UMC KQ Preschool will follow the DPH's guidance and recommendations for any necessary classroom and/or school closings. Parents of children in that classroom will be notified that there was a positive COVID-19 case. A deep cleaning of the classroom will occur. The child who tested positive MUST have a negative COVID-19 test result and be symptom free before returning to school.
- If a child is exhibiting symptoms and has been exposed to someone who is positive for COVID-19, they will be required to present a negative COVID-19 test and medical clearance from their doctor to return to school. A deep cleaning of the classroom will take place.
- 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 24 hours without the aid of medication. The classroom will remain open.

## **VIRTUAL LEARNING**

A virtual plan has been established along with a drive up option to deliver instruction.

## **ENTITIES GUIDING DECISION MAKING**

Given the unique situation that this pandemic presents, we are working fervently to be able to provide the best, nurturing and safest environment for your sweet children and our beloved staff. Health and safety will always be our guiding factor and we will make all decisions based on recommendations from the following groups:

- Georgia's Department of Early Care and Learning, Bright from the Start
- The Centers for Disease Control and Prevention



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- The American Academy of Pediatrics
- Office of the Bishop, North Georgia UMC Conference
- B1UMC Preschool Board