

Dear St. Paul's Episcopal Nursery School Community,

St. Paul's Nursery School is committed to providing a safe and healthy early childhood learning environment. We highly value and prioritize the health and safety of the children, their families, the school and the church staff, as well as the greater community. We look forward to welcoming students and families to St. Paul's Episcopal Nursery School.

With guidance from the local, state, and national health organizations including the Centers for Disease Control (CDC), Department of Health (DOH), American Academy of Pediatrics (AAP), Pennsylvania Department of Education (PDE), Pennsylvania Office of Child Development and Early Learning (OCDEL), and National Association for the Education of Young Children (NAEYC), St. Paul's Nursery School Board of Directors has created and approved a Covid-19 Health & Safety plan. The plan outlines protocols that will help to ensure a safe school environment. The plan has been updated and adapted as changes become necessary. The plan will be posted on the school's website.

Thank you for your support as the nursery school continues to prioritize offering a safe and meaningful early learning experience for your child. Our goal is to minimize the risk of infection while allowing students the opportunity to attend nursery school in a supportive and safe environment.

Health Committee: Dr. Robert Koschik, Christine Mains, Dr. Amanda Michael, Shelley Pieklik, Alexis Sheehan, Jillian Stephey

St. Paul's Nursery School Board of Directors: Jeff Baltruzak, Jaime DeCecco, Patricia Dunkis, Noah Evans, Lily Junker, Robert Koschik, Amanda Michael, Lauren Miller, Shelley Pieklik, Jason Reinert, Alexis Sheehan, Ginny Stempowski, Jillian Stephey, and Kate Worthy

IMPORTANT NOTE

St. Paul's Episcopal Nursery School may change, delete, suspend, or discontinue any part or parts of the Health & Safety Plan at any time. The nursery school will follow the recommendations from local and state Health Departments and follow national health and safety guidelines.

Daily School Routine Modifications

Drop-Off and Pick-up Locations

All families will receive information regarding their child's designated drop-off and pick-up location and times prior to the start of the school year.

Families will both drop-off and pick-up at one of the following pre-assigned locations.

- #1 Red Door closest to Mayfair Drive
- #2 Center Red Door
- #3 Red Door closest to the playground
- PG – Playground
- Your child's classroom

When dropping off or picking up at any of our outdoor locations, families will help the child safely exit the car and connect to their teacher.

Late arrivals: If staff are no longer at the check-in locations please call the office (412)531-2644 to arrange for a staff person to meet you at the door.

Cell Phones: We request parents refrain from using cell phones while in their cars for drop off or pick up. The safety of our students and staff is our top priority.

Maintaining a Healthy Environment at Nursery School

Supplies for Hygiene, Cleaning, and Disinfecting Procedures

Cleaning: the nursery school staff will continue with regularly scheduled cleaning and will disinfect any frequently touched surfaces within the school (such as door handles, sink handles, etc.) including shared spaces like the Big Room in-between any class/group use. The bathrooms will be cleaned/disinfected between sessions

Cleaning and Disinfecting Toys

- In an effort to maintain a healthy environment, no toys from home will be allowed.
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions will be set aside until they are cleaned by hand, by a person wearing gloves.

- Toys will be regularly cleaned with water and detergent, rinsed, and sanitized by using the commercial-grade dishwasher or with an EPA-registered CDC-approved disinfectant for early childhood settings.
- Machine-washable cloth toys will be used by one classroom at a time, then laundered/cleaned before being used by another classroom.
- Disinfecting wipes or a comparable cleaning solution will be available for shared use items for cleaning in between use as needed.
- All cleaning materials for sanitizing and disinfecting are EPA and CDC approved.

Hand Washing: Each classroom has ready access to soap and water and will have children wash their hands frequently. Staff members will monitor and encourage proper handwashing techniques. All classrooms and all bathrooms have touchless soap dispensers.

Water fountains have been made inaccessible.

Increased room ventilation

- Portable Air Filtration Units with Hepa filters have been added to each classroom.
- Classroom and bathroom windows will be open for increased airflow/fresh air.
- The school will continue to prioritize classroom time spent outdoors.

Snack Time

- Staff will handle and distribute snack onto a napkin or paper plate.
- Students will be offered the opportunity to social distance while eating.
- Classrooms may elect to eat snack outdoors if weather permits.

Guests and Visitors

The CDC guidance includes that viral particles spread more readily indoors than outdoors. As a continued effort to limit the amount of people indoors at one time, family access to the school building will be limited to designated drop off and pick up procedures.

Symptoms of COVID-19

According to the CDC people with COVID-19 have had a wide range of symptoms reported, ranging from mild to severe. These may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever (over 100.4°) or chills
- Cough
- Shortness of breath or difficulty breathing
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Reducing the Spread of COVID-19

Best Practices for Reducing the Spread of COVID-19

St. Paul's has developed a plan to maintain your child's health, minimize the spread of infection, and provide a meaningful and interactive early learning environment. To ensure and preserve the health and safety of our community, we ask that all nursery school families partner with the school in exercising and practicing these best practices at home with your child.

In accordance with local, state, and national health organizations and with early education experts' recommendations, St. Paul's Nursery School Health & Safety plan includes:

MASKS/FACE COVERINGS

While the transmission rate in Allegheny county remains at a **low or medium rate**, **masks will be optional** for children and staff. When the transmission rate in Allegheny county is **high**, **masking is strongly recommended indoors** as per [recommendations from CDC](#).

COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. The CDC continues to recommend masking as a critical public health tool for the spread of COVID-19.

Per the updated CDC guidelines **indoor masking will be required** at the school for the following situations:

1. Students who have a close contact will follow the exposure protocol listed below and can continue to attend school while wearing a well-fitting mask for 10 days from the date of the last close contact. **Students who are unable to wear a well-fitting mask can return to school 10 days following close contact exposure.**
2. Students who test positive may return to school following a 5-day isolation period, IF they are fever-free without the use of fever-reducing medication, and free of symptoms or symptoms improving. Students returning to school must wear a mask for 10 days from positive test. **Students who are unable to wear a well-fitting mask can return to school 10 days following a positive test.**

DAILY SELF-SCREENING

Parents are asked to perform daily temperature checks prior to drop off and to continually monitor their child's symptoms. Students or staff who have symptoms of concern or a fever of 100.4° or above should not attend school and contact their physician for further evaluation before returning to school/work.

HAND HYGIENE & RESPIRATORY ETIQUETTE

Please help us by practicing these same techniques at home

- St. Paul's will teach and reinforce handwashing with soap and water for at least 20 seconds, and monitor handwashing to ensure proper handwashing.
- If soap and water are not readily available, hand sanitizer can be used under supervision.
- Students will be encouraged to wash their hands upon arrival, as well as before and after playground use, personal hygiene routines, and before snack time.
- St. Paul's will teach proper etiquette for covering coughs and sneezes using the "vampire technique" (elbow) or a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds, or use hand sanitizer as stated.

Response to COVID Symptoms/Exposure/Dismissal from School

If your child has any of the above-listed symptoms of COVID-19, please keep your child home and contact the school office at 412-531-2644. Please contact your physician for further recommendations/evaluation.

If a student is tested for COVID-19 please obtain a PCR test per the recommendations of the ACHD.

Dismissal from School for students who develop new symptoms during the school day:

Children will be assessed for any symptoms related to COVID-19 throughout the school day. Anyone who exhibits concerning symptoms will be quarantined with a staff person until they can be picked up by a parent and a physician contacted for further evaluation.

Any siblings or family members who live with the symptomatic student will be dismissed with the symptomatic student. The siblings/family members will remain at home until further instruction from the physician.

Please take the following steps if your child is dismissed or has developed symptoms: you will be asked to follow these steps:

- Contact your physician to explain your child's symptoms.
- Request medical advice regarding siblings if necessary.
- Follow the physician's instructions regarding further evaluation or treatment.
- Call the school to share the information and directives received.

Tested for Covid- 19:

If a student or staff is COVID-19 **positive**, the positive result must be reported immediately to the Nursery School. The diagnosed must be isolated at home.

- Symptomatic students can return to school after 5 days if their symptoms are resolving and they are without fever for 24 hours without the aid of fever reducing medication. Day "0" is the first day symptoms develop. Students who return to school will be required to wear a mask through day 10 from positive test. **Students who are unable to wear a well-fitting mask can return to school 10 days following a positive test.**
- If asymptomatic, students can return 5 days from the date of the positive Covid test. may return to school following a 5-day isolation period. Students who return to

school will be required to wear a mask through day 10 from positive test. **Students who are unable to wear a well-fitting mask can return to school 10 days following a positive test.**

- Staff who are symptomatic can return to school after 5 days if their symptoms are resolving and they are without a fever for 24 hours without the aid of fever reducing medication. *Staff will return wearing a well-fitting mask (part of the CDC guidance) through day 10 from the positive test.*
- If asymptomatic, staff can return 5 days from the date of the positive Covid test. *Staff will return wearing a well-fitting mask (part of the CDC guidance) through day 10 from the positive test.*

If your child tests **negative** for COVID-19 and has a fever,

- The child must be fever-free (under 100.4°) without fever-reducing medication for 24 hours prior to returning to school.

If your child is **not tested** for COVID-19 and has a fever from a verifiable source (e.g. ear infection, strep)

- The child must be fever-free (under 100.4°) without fever-reducing medication and must take prescribed antibiotics for 24 hours prior to returning to school.

If your child is **not tested** for COVID-19 and has a fever from an unverifiable source (e.g. a virus) The child must quarantine at home. He/she may return once all of the following criteria have been met:

- The child has been fever-free for three consecutive days without the aid of fever-reducing medication
- The child's symptoms have improved
- He/she has received clearance to return from a physician
- If the child has a sibling at school, the sibling of the child must quarantine and watch for developing symptoms and receive clearance from the physician when to return to school.

In all cases mentioned above, your child MUST have a note from a physician documenting when it is safe for your child to return to school. Your child will NOT be readmitted to school without this documentation. This can be provided by email or in writing.

Caring for Other Students with Potential Exposure

If a student is not attending school (or is dismissed during the school day) with symptoms that require further evaluation for COVID-19, the child's parents will contact their physician for further evaluation. The school will be notified regarding the physician's recommendations.

If and when necessary, information will be shared with the parents of the other students in the class, as determined by the County Health Department and/or medical experts.

If the student is tested for COVID-19 and

1. Tests positive. The Department of Health will be notified by the diagnosing official. The Department of Health will determine the actions for the school and be instructed in the process of alerting those at risk. St. Paul's will alert families as soon as information is available.
2. Tests negative. The student stays home and will not return until the date specified by the physician. Please note that the student must be fever-free (under 100.4°) without medication for 24 hours at minimum.

If a student/faculty/staff member tests positive for COVID-19, St. Paul's will implement the following procedures:

1. The Allegheny County Health Department (ACHD) will be contacted.
2. The school may close the classroom(s) impacted following the directives of the ACHD.
3. The Nursery School Director shall inform parents of enrolled children if they have had *close contact or high-risk exposure to someone diagnosed with Covid-19.
4. If there is a suspected outbreak of a communicable disease or an outbreak of an unusual illness that represents a public health emergency in the opinion of the Department of Health the school community will be notified as directed.

**Close Contact/High-Risk Exposure: defined by the CDC as someone (masked or unmasked) who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period* starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.*

The school must report positive COVID-19 cases to the Department of Health and follow the CDC guidelines outlined below:

- Clean and disinfect all areas used by the person who is sick.
- Follow ACHD on the isolation timeline before a student or staff is allowed to return.

Potential Exposure at Home or Outside of School

If a family member, anyone in the student's/staff's household, or the student/staff has had *close contact/high-risk exposure to someone who is suspected of having or is diagnosed with COVID-19, please alert St. Paul's School. The potentially exposed student/staff will follow the following exposure protocols.

- **GENERAL CONTACT:**
 - Staff or student will wear a well-fitting mask for 10 days with day 0 being the day of their last exposure to someone with COVID19. Watch for symptoms. Test immediately if symptoms arise. Obtain a **PCR** test on Day 6 (5 full days after their last exposure). If they test negative, continue to mask through Day 10. If they test positive, isolate immediately.
- **HOUSEHOLD CONTACT:**
 - Nursery school students who are living with someone who has tested positive for Covid begin their exposure protocol on the last day of exposure to the positive household member. If the exposed student is not able to isolate from the positive household member, then following the protocol listed above begin on the day the positive household member has completed their isolation.

Designated COVID-19 Point of Contact for St. Paul's Nursery School

Please report any student who has had possible exposure or had developed symptoms of COVID-19 or being quarantined and/or tested to the Nursery School Director, Christine Mains, via email at cmains@stpaulspgh.org or by calling the school office (412)531-2644. If the Director is not available please contact Board President Alexis Sheehan via text or call 512-590-9259.

Please print and sign the acknowledgement below and return it to the school via email at mhudak@stpaulspgh.org or by handing it to your classroom teacher.

We are grateful for your support in keeping our children and our community safe.

Acknowledgment

I have read the SPENS Health & Safety Plan COVID-19 Policies and Procedures. I understand that by attending classes at SPENS, my child(ren) is at risk of exposure to COVID-19. I understand that each member of the SPENS community has a responsibility to protect the other members of the community by following these policies and procedures, and I agree to follow them.

_____ Student Name(s)

_____ Parent Signature & date

Please return this form prior to the start of the school year