



PRESCHOOL

OF DUNWOODY UNITED METHODIST CHURCH



Covid-19 Policies and Procedures for Reopening

Updated 8/12/2020

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 the DUMC Health and Welfare Taskforce.

The health, safety, and well-being of Dunwoody United Methodist Church Preschool students, staff, and families is always of the 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 COVID-19 Coronavirus, DUMC 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, DUMC 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.** Any changes will be communicated to families and staff via email. All questions regarding these policies and procedures should be directed to the DUMC Preschool office by emailing preschool@dunwoodyumc.org or by calling 770-394-2555. Thank you for partnering with us to be able to continue to safely care for your child and help them thrive during this pandemic.

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, Headache, Sore Throat

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, or coughing. 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:
 - <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
 - <http://dec.al.ga.gov/BFTS/Covid19.aspx>
- Take care of yourself! Spend a few moments each day engaged in self-care. 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.

DUMC PRESCHOOL COVID-19 POLICIES AND PROCEDURES

Prevention of the virus from ENTERING the building

DUMC 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 DUMC Preschool Director, Associate Director and/or the Senior Pastor. Pick-Up and Drop-Off for all children in the 2s through Kindergarten classes will be done through the Carpool line. Children in the toddler classes will be walked by their parent/guardian to a designated door for drop off. They will be met by one of their teachers and walked to their classroom.
- ◇ Daily health screenings will be conducted for all staff and preschool children including temperature checks on arrival. You will also be asked the following questions:
 - 1) Do you, any of the children you are dropping off, or anyone in your home have a fever, cough, shortness of breath, difficulty breathing, other respiratory symptoms, or at least 2 of the following symptoms: chills, repeated shaking w/ chills, muscle pain, headache, sore throat, or new loss of taste or smell?
 - 2) Have you, any of the children you are dropping off, or anyone in your home had any of these symptoms since the last time you were here?
 - 3) Have you, any of the children you are dropping off, or anyone in your home been in contact with anyone with these symptoms since the last time you were here?
 - 4) Have you, any of the children you are dropping off, or anyone in your home potentially been exposed to COVID-19 or have reason to believe you/they have COVID-19?

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 of the spread of the virus WITHIN the school

DUMC 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.
- ◇ 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.
- ◇ Classes will have dedicated daily playground time and times will be staggered to allow the sanitizing of playground equipment before and after each group.
- ◇ 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.
- ◇ Staff members are always required to wear masks and/or clear face shields during carpool and when in close contact with children and coworkers. Preschool children are not required to wear masks. No one under the age of 3 may wear a mask.

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.
- ◇ Routinely cleaning, sanitizing, and disinfecting surfaces and objects that are frequently touched including doorknobs, light switches, countertops, chairs, cubbies, and playground structures.
- ◇ Cleaning and sanitize 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

We apologize for the inconvenience, but in an effort to keep everyone safe, parents/caregivers will not be able to walk children to class. All children in the 2s, 3s, 4s, and kindergarten MUST be dropped off in the carpool line. Children in the toddler class will be dropped off at a designated door to a staff member. DUMC 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, DUMC Preschool will follow our Illness Policy as outline in the Parent Handbook. We appreciate your understanding at the cautious approach we must take to 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 DUMC Preschool will take the following steps:

- ◇ **DUMC 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 14 days, and the Georgia Department of Health will be notified. DUMC 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.
 - If a staff member has had contact with a person who is COVID-19 positive, they must self-isolate at home for 14 days. They will be before returning to work.
 - The teacher who tested positive may return to school after:
 - At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications **AND**
 - improvement in respiratory symptoms (e.g., cough, shortness of breath); **AND**,
 - At least 10 days have passed since symptoms first appeared.
- ◇ **Enrolled Child:**
 - If an enrolled child tests positive for COVID-19, that child must quarantine at home for 14 days, and the Georgia Department of Health will be notified. DUMC 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 may return to school after:
 - At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications **AND**

- improvement in respiratory symptoms (e.g., cough, shortness of breath); **AND**,
 - At least 10 days have passed since symptoms first appeared.
- If a child is exhibiting symptoms and has been exposed to someone who is positive for COVID-19, they must quarantine at home and may return to school after they have completed all requirements in the DPH guidance for persons exposed to COVID-19 found at <https://dph.georgia.gov/contact>. 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

Should the preschool have to close due to the COVID-19 pandemic, an improved virtual learning plan has been developed.

- ◇ Teachers will email weekly lesson plans to parents. Additionally, each child will have a packet that can be picked up outside the preschool each week. The packet will contain any materials required to complete the week's lessons.
- ◇ Teachers will provide daily videos of circle time lessons, read alouds, and for older students, phonics and math lessons to engage students and serve as a springboard for the activities included in the weekly lesson plans.
- ◇ Developing and maintaining teacher/student and student/student relationships will be a big part of our virtual learning plan. With that in mind, teachers will hold regular class Zoom meetings to check in with students, offer follow up discussions related to lessons, read stories and allow for student interaction.
- ◇ In order to further support families during virtual learning, teachers will also hold periodic Zoom meetings with parents.

Virtual Learning and Tuition

If the COVID-19 pandemic causes the preschool to need to close for the safety of the children, staff and community, we will do so and immediately continue teaching your child as described above. We realize that though virtual learning has its benefits, it is not a full substitution for “in school learning”. For this reason, if we must switch to virtual learning for longer than 2 weeks, you will be credited back 50% of the tuition you have prepaid for that period.

Entities Guiding Decision Making

Given the unique situation that this pandemic presents, we are working fervently to be able to provide the best, most nourishing 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
- The American Academy of Pediatrics
- DUMC’s Health and Welfare Task Force