

COVID-19 POLICIES AND PROCEDURES

Locust Grove United Methodist Church 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 Centers for Disease Control and Prevention, and the Locust Grove United Methodist Church Preschool Board.

Any questions or concerns regarding these policies should be directed to Angel Jones, director at Locust Grove United Methodist Church Preschool.

lgumcpreschool@icloud.com 770-898-6063

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The health, safety, and well-being of Locust Grove 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, LGUMC 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, LGUMC 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. All questions regarding these policies and procedures should be directed towards Angel Jones by email: lgumcpreschool@icloud.com or by calling 770-898-6063. 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.
- Be prepared with a backup plan for childcare in the event that our school must close your child's classroom or the entire preschool due to positive COVID-19 exposure. 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:
 - <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. Talk a walk, read, pray, listen to music, sit outside, yoga- whatever you enjoy, do it. Spend at least 10-20 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 each day.

COVID-19 Policies and Procedures

□ Prevention of the virus from ENTERING the building:

Locust Grove United Methodist Church 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 wing unless previously authorized by LGUMC Preschool Administration and/or the Senior Pastor.
- Daily health screenings will be conducted for all staff and preschool children including temperature checks on arrival. Staff members conducting the daily health screenings will be required to wear a face mask or Face Shield, while asking the following screening questions:

1. Do you or do any of the children you are dropping off have a fever*, cough, shortness of breath, difficulty breathing, other respiratory symptoms, or at least two of the following symptoms: chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell?

2. Have you or any of the children you are dropping off:

*Had any of these symptoms since last time you were last here?

*Been in contact with anyone with these symptoms since the last time you were here?

*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 facility:**

- Class sizes will be limited, and 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.
- Playground times will be staggered.
- When in Chapel each class will be seated with 2 pews in between each class.
- Children will bring all food items from home and will not be shared with other children. Children will be spread out as much as possible within their classrooms during snack time.
- Water play and sensory play with items such as rice, beans will not be used at this time.
- Each child will have their own crayons, markers, pencils, glue sticks, playdough etc. in their own container.
- 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 snacks
 - After blowing their nose, coughing, or sneezing, or in contact with bodily fluids
 - After toileting or changing diapers
 - After entry to the classroom from playground or other locations
- Hand sanitizer with 60% alcohol may be used in lieu of handwashing when needed.
- Staff members are always required to wear masks during drop off and pick up. Preschool children are not required to wear masks. No one under the age of 3 may wear a mask.

□ **Sanitation Practices:**

LGUMC Preschool will continue to follow best practices for hygiene, cleaning, sanitizing, and disinfecting the classrooms and materials used. 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 start, during, and end of each school day as well. LGUMC Preschool will refrain from using washable cloth toys during the COVID-19 pandemic.

□ **Arrival and Departure 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 will be walked in by their teacher/teacher's aide or Director. There will be new staggered times for drop off and pick up. The new schedule will be as follows

K4- 8:45-9:00 drop off	11:45-12:00 - pick up
K3 -9:00-9:15 drop off	12:00-12:15- pick up
K2- 9:15-9:30 drop off	12:15-12:30 pick up

Siblings are asked to come at the time closest to the adjoining time. If you arrive earlier than your scheduled time, DO NOT WALK YOUR CHILD TO THE DOOR. Please park and wait until your scheduled time and then fall into the car line. Each child's temperature will be taken before they will be allowed to exit their vehicle. If you arrive late, you will need to call Angel Jones at 678-313-6815, or 770-898-6063 as the doors will be locked and the church office is closed on Mon/Wed/Fridays. Please be on time for pick up as we will not be able to allow your child to leave their classroom until you are there. Please understand these are the guidelines given to us by Bright from the Start and we have to follow their instructions. We know this is going to be a very different situation for our children. We know that some will be hesitant about being left and will become upset when you leave them. We promise to make the drop off as easy as possible. We are asking that you begin to have the conversation with your child now to know that you will not be able to walk them to class and there will be no

community play time in the mornings. Each teacher will be in their classrooms waiting to greet the children and welcome them at the beginning of each day. There will be fun activities for them in the classroom before the instructional day begins.

☐ **Children or Staff Who Develop Symptoms During the Day:**

Any child or staff member who develops symptoms during the school day, will be sent home as soon as possible. In the case of a child, LGUMC Preschool will follow our Sickness Policy as outlined in the Parent Handbook.

☐ **School-Wide response to COVID-19 exposure:**

In the event that an enrolled child or staff member tests positive for COVID-19, Locust Grove United Methodist Preschool will take the following steps. All efforts to maintain confidentiality will be made.

- **Locust Grove United Methodist Preschool Staff members** will be expected to follow this 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. LGUMC 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 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 14 days. They will be required to have a negative COVID-19 test result before returning to work.

- **Enrolled Child:**
 - If a child tests positive for COVID-19, that child must quarantine at home for 14 days, and the Georgia Department of Health will be

notified. LGUMC 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 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 72 hours without the aid of medication. The classroom will remain open.

We will continue to keep you all updated if there are any changes.

We appreciate your support and confidence in us to keep your child and family as safe as we know how using all of the guidelines and directions from the local, state and federal child agencies.