



## Independent Presbyterian Church Day School COVID-19 Wellness Protocols 2020-2021 School Year

The Independent Presbyterian Church Day School plans to re-open for the 2020-2021 school year on Monday, August 31, 2020. An inherent risk of exposure to COVID-19 exists any place where people are present because it is extremely contagious and is believed to spread mainly from person-to-person contact. After considering guidelines and recommendations from the Center for Disease Control, the American Academy of Pediatrics, the Alabama State and Jefferson County Departments of Health, several early childhood education groups, surrounding school systems, and the IPC Task Force on Reopening and collaborating with the preschool Directors from All Saints Episcopal, Canterbury Methodist, JAHM Chai Tots, Mountain Brook Baptist, Mountain Brook Presbyterian, St. Luke's Episcopal, and St. Stephen's Episcopal on best practices for preschool age education, we have established the following COVID-19 wellness protocols. The goal of these COVID-19 wellness protocols is to maintain a safe, healthy school environment by reducing the risk of COVID-19 to our children, teachers, staff, and their families.

### WELLNESS PROTOCOLS

#### **Safety and Health:**

- Children and staff will wash or sanitize their hands upon entering school.
- Children will wash their hands before and after PEP, snack, lunch, transitioning between centers in the classroom, after using the restroom, and before going home.
- Hand washing supplies will be available in the classrooms and bathrooms.
- Hand sanitizer with >60% alcohol will be provided in every classroom and playground, subject to availability.
- Children will be reminded to sneeze and cough into their elbows.
- Staff and families of children are required to self-monitor their health and stay at home if they are not well. Possible symptoms of COVID-19 are: fever, shortness of breath, loss of taste or smell, new or worsening cough, sore throat, muscle or body aches, chills, fatigue, headaches, diarrhea, nausea or vomiting, runny nose or congestion in combination with at least two other symptoms. For children, a signed Symptom Tracker must be completed by a parent and brought to school each day the child attends school. These forms will be provided by the Day School. Teachers will answer the questions aloud during their temperature check.
- Staff will monitor children, and if anyone appears unwell or becomes febrile, the child will be isolated and parents will be called to come get their child within 30 minutes.
- Diapering procedures will continue as always.
- Nursery staff will wear coverings that can be changed as necessary for diapering, rocking and feeding.

#### **Screening:**

- No-contact thermometers will be used for temperature screening.

- All staff will have their temperature checked upon arrival. Their temperature must be <100 degrees. Anyone found to have a higher temperature will be sent home.
- All children will have their temperature checked upon arrival either in carpool line or under the covered walkway. Parents and all children 3 years and older will wear masks and socially distance as they wait under the covered walkway. While in carpool line, parents and all children 3 years and older will wear masks. A child's temperature must be <100 degrees. Any child with a temperature above that threshold will not be allowed out of their carpool car, or for nursery and toddler age children, will not be allowed into the building.
- Staff members performing the no-contact temperature screening will wear masks and gloves.

#### **Face Coverings:**

- All adults will wear masks unless they are more than 6 feet from another person.
- No children will be required to wear masks in the classroom although children three years and older may wear them.

#### **Drop Off and Pick Up:**

- Carpool for 2 year-olds and older will be staggered by age level for more efficient temperature screening and safer, less congested entry into the building. A specific time will be scheduled for families with children of multiple ages. Parents and children 3 and older must wear masks in the cars.
- Infants and younger and older toddlers will arrive at designated times under the covered walkway. Parents must wear masks and stand 6 feet apart while waiting for their child to be screened before a staff member takes the child into the building.
- No parent will be allowed to walk their child to class.
- Late arrivals will need to park by the covered walkway and call the Day School office. Parents and all children 3 years and older will wear masks and socially distance as they wait under the covered walkway. A staff member will come outside and conduct the temperature screen, collect the Symptom Tracker and take the child to their classroom.
- For early pickup, the parent will park by the covered walkway and call the office. The parent must wear a mask, get out of their car, and wait under the covered walkway. A staff member will bring the child to you.

#### **During The School Day:**

- Each class will be a distinct and separate group or "family" from other classes and remain an isolated group throughout the day, not mixing with other groups.
- The playground will be divided in half to accommodate two classes at a time for PEP. This will allow children to be outside more often while playing and exercising while having contact only with their class "family."
- Enrichment teachers will travel to the classrooms or set-up in outdoor spaces when weather permits rather than children travelling to them; these teachers will wash their hands between each classroom visit.
- Hallways will have one-way traffic as much as possible.
- Teachers will be encouraged to move classes outside for activities as much as possible.
- Safety drills will be conducted in staggered, smaller groups so that classes do not mix while exiting or entering the building.

#### **Toys, Supplies, and Classroom Materials:**

- Day School blue bags and Top Dog backpacks will be the only bags allowed.
- No toys may be brought from home.

- Each child in the 3's, 4's, and 5's classrooms will have their own school supplies, i.e. crayons, markers, glue, scissors kept in individual containers.
- Materials and toys that are shared will be sanitized intermittently and at the end of the school day.
- Children will wash their hands before touching new materials or toys.
- Items that must be shared, such as paintbrushes at the easel or art table, will be sanitized between each child's use of them.
- Dress up clothes and soft toys deemed difficult to sanitize will be temporarily removed and stored.
- Teachers will closely watch and remove any item that a child puts in his/her mouth; it will be sanitized before being put back into play.

#### **Food and Drink:**

- Each child is highly encouraged to bring his/her lunch in a Bento-box type of metal or plastic sectioned container with one lid that covers everything. Please do not send individually wrapped food items. This will ensure minimal teacher contact with your child's food. Some brands are Bento, BentGo, East World, Monk, Zulay, and Simple Houseware.
- Sanitary precautions will be taken to safely serve your child their school-provided snack.
- Please send water bottles for 3's, 4's and 5's.
- All water fountains will be closed.

#### **Visitors:**

- No parents or visitors will be allowed in the building except in the case of an emergency.
- Vendors will be asked to leave deliveries at the covered walkway door.

#### **Early/Late Enrichment Activities:**

- All enrichment opportunities, including Play Pals, have been suspended for now.
- The rationale for this is the children would be mixed with children from different class "families" in before and after school activities, and intermingling of class groups is highly discouraged.
- We will reassess the safety of enrichment options when more data and recommendations become available.

#### **Cleaning:**

- The IPC Housekeeping Staff will clean on a schedule during the school day.
- The IPC Housekeeping Staff will clean and sanitize at the end of the school day.
- Teachers will clean frequently touched common surfaces, toys and materials intermittently throughout the day.
- Teachers will sanitize all toys and materials at the end of the school day.
- Playground equipment will be cleaned intermittently and at the end of each day.
- Approved cleaners will be used.
- A space that has any possible exposure will be closed off for 24 hours. After that time, the Housekeeping Staff will clean and disinfect before the space can be re-opened.

#### **In The Case of Illness at School:**

- Any child who becomes ill during the school day will be isolated, a parent called, blue bag collected from the classroom by a staff member, and the child will go home. Parents will be asked to communicate with the administration about the child's condition or diagnosis.

- In the case of non-COVID-19 illnesses, the child can return to school when they are asymptomatic (symptom and fever free without the aid of medication) for 72 hours and have written clearance from a non-family member physician.
- Any staff member who becomes ill during the school day will be isolated, personal items will be collected by another staff member, and the staff member will be sent home. If they are unable to drive themselves, the school will make arrangements to get the staff member home safely.
- In the case of non-COVID-19, the staff member can return to school when they are asymptomatic (symptom and fever free without the aid of medication) for 72 hours and have written clearance from a non-family member physician.
- If a child or staff member is in distress, administration will call 911 and alert the parent or emergency contact.
- If a child or staff member is diagnosed with COVID-19, please refer to the “Exposure and Positive Tests for COVID-19” section below. It is the responsibility of the parents and staff to share any test results so the administration can properly report the information and initiate any necessary calls for quarantine within a classroom, possible shut down of a room and thorough cleaning protocol.

### **Exposure & Positive Tests for COVID-19:**

#### **Guidance for Return to the Childcare Center for Enrollees and Employees following a COVID-19 Exposure Per Jefferson County Department of Health Guidelines for Childcare Programs:**

- **Childcare enrollees and employees who have been exposed using the 6 feet for 15 minute rule or live with someone who has tested positive for COVID-19 must quarantine at home for 14 days to monitor symptoms before returning to school. It is recommended that testing not be done until 4-6 days after possible exposure. If they obtain testing, the results must be reported to the Day School.**
- **Childcare enrollees and employees who have tested negative for COVID-19, when the testing occurred no earlier than four days after the last known exposure, and who are not having and symptoms of COVID-19 may return to the classroom at the end of the 14 day period.**
- **Childcare enrollees and employees who have tested positive for COVID-19 will need to meet the following criteria to return to the Childcare Center:**

**If the childcare enrollee or employee had any symptoms associated with COVID-19 infection AND:**

- 1. At least 10 days have passed since the onset of symptoms AND**
- 2. 72 hours have passed since the last fever of greater than 100.4°F without the use of fever reducing agents AND**
- 3. Improvement in overall symptoms.**

**If the childcare enrollee or employee never had any symptoms associated with COVID-19 infection AND:**

- 4. At least 10 days have passed since the date of the positive test for COVID-19 AND**
- 5. At least 72 hours have passed without a fever greater than 100.4°F.**
- 6. A negative test for COVID-19 should NOT be required for return to the childcare center provided that the above criteria have been met.**

- If a student or staff member tests positive for Covid-19, the Day School must be notified. The Day School will notify the church and the Jefferson County Department of Health.
- If the Day School does receive notification of a child's or staff member's confirmed exposure or positive case of COVID-19, we will share information with our Day School families as the Jefferson County Department of Health allows and recommends. Please remember that HIPAA/FERPA prohibits disclosure of any personal information in notifications to families.
- The Day School will follow the guidance of the Jefferson County Department of Health and work with them in their contact tracing.
- If a student or staff member tests positive for COVID-19, that classroom will be closed for 14 days while those children and their teacher quarantine for 14 days to monitor symptoms before their return to school. It is recommended that if a staff member or child seeks testing, that testing not be obtained until 4-6 days after possible exposure. Any test results obtained during the quarantine period should be reported to the Day School.
- The room will be closed for a 24-hour period minimum and then cleaned and sanitized before it can be re-opened.
- In the case of a parent testing positive, the child will have been exposed and must quarantine for 14 days. The child's pediatrician should be consulted about testing.
- We will continue to seek guidance in each situation from our own medical advisors and the Jefferson County Department of Health.
- Please be aware that the fluidity of the recommendations surrounding COVID-19 will no doubt mean changes to our protocols. All of these guidelines concerning exposure, testing, quarantining, returning to school, and closures are subject to change per state and local health orders. We will communicate all changes with our parents.

**School Closures:**

- If intermittent closures occur, the Day School will provide at-home activities and on-line contact opportunities.
- If intermittent closures occur, the Day School will not refund tuition for those days.

**Training:**

- All staff will be trained in monitoring symptoms, healthy habits of hand washing, donning protective wear, and sanitizing surfaces and items in their rooms.
  - All children will receive training on proper hand washing, sneezing into their elbows, and other healthy habits.
-