



COVID-19 HEALTH AND SAFETY PROTOCOLS

Issued to Teaching Staff August 30, 2020

First Church Preschool has developed enhanced health and safety precautions and protocols for COVID-19 based on guidance from public health and early childhood education officials, including the Centers for Disease Control and Prevention ("CDC"), the State of Connecticut Center of Early Childhood, and Town of Greenwich Department of Health.

These protocols, described in detail below, include illness mitigation measures, such as limitations on class/group sizes, social distancing, mask wearing (for staff), hand washing, drop off and pick up procedures, regular cleaning and disinfecting, health screening, illness response, and school closure (if necessary). Implementing protocols to slow the spread of the virus may allow our children and staff to explore, learn and socialize safely upon their return to the classroom.

An inherent risk of exposure to Covid-19 exists in any public place where people are present. Covid-19 is an extremely contagious disease that can lead to severe illness and death. According to the Centers for Disease Control and Prevention, senior citizens and people with underlying medical conditions are especially vulnerable. You are encouraged to consult with your healthcare provider to determine if you or any member of your family has a medical condition that places you or a family member at higher risk for severe illness.

While the Preschool has enacted many safety precautions and protocols to help reduce the chance of exposure to COVID-19, the Preschool cannot guarantee that you will not become exposed to or infected with COVID-19, and working at the Preschool could increase your risk of contracting COVID-19.

Please review the sections below, which detail the procedures and protocols that First Church Preschool has established to help create a healthy, safe environment for all staff, children and families.

If you have any questions or concerns, please contact the Preschool Director for clarification.

FIRST CHURCH PRESCHOOL CONTROL MEASURES FOR STAFF DURING THE COVID PANDEMIC

The following are control measures the school is using to reduce the risk of spreading any infectious disease. Many of these measures have already been in place as part of our health and safety policies and procedures, however, due to the current COVID-19 pandemic, additional and heightened precautions have been added and shall remain in place for the foreseeable future.

All Staff

- Follow/Enforce the First Church Preschool Daily Health Screening Measures
- Follow/Enforce the First Church Preschool Illness Policies
- Follow/Enforce the Hand Hygiene Policy

Face Masks

- All staff are required to wear a mask or other cloth material that securely covers their mouth and nose while in the workplace, except to the extent the staff member is using break time to eat or drink.
- In workplace settings where staff are working alone in segregated spaces (i.e. private offices, etc.), employees may remove their masks, however, they shall wear a mask or face covering from the time they enter the building until the time they arrive at their office or work station and at any time they are leaving their office or work station and moving around common areas (i.e. in hallways, going to the restroom or break room, etc.).
- In addition, continuous wearing of masks is required in outdoor workspaces unless physical distancing guidelines of keeping at least 12 feet apart from another person can be maintained, wherein the mask may be removed
- Children are not required to wear a face mask, but families may ask to have their child wear a face mask while at school. If so, staff members will do their best to assist the child(ren) with safely wearing their masks according to the protocols listed above. Children over age 2 may be permitted to wear masks if requested by families. Per the Center for Disease Control (CDC) guidance, no cloth coverings should be placed on children under 2 years of age.

Daily Health Screening

- All children and staff must be checked prior to entering the program for any observable illness, including cough or respiratory distress, and to confirm temperature BELOW 100 degrees Fahrenheit
- Staff and children who have a temperature of 100 degrees or above will not be permitted to attend school or work
- All staff and children will be screened for risk as needed throughout the day

All Teachers

- Clean and disinfect frequently touched surfaces in the classroom with CDC approved cleaning and disinfecting solution
- Ensure that all toys and appropriate classroom materials are cleaned and sanitized daily
- Cover coughs and sneezes and teach and encourage children, when appropriate, to cover coughs and sneezes with tissues or the corner of the elbow
- Dispense of soiled tissues immediately after use

If the child's temperature is 100 degrees Fahrenheit or above, teachers will take it again, recording the result each time on the Daily Health Screening form. If, after the third temperature reading, the result is still 100 degrees Fahrenheit or above, the child may not enter the building, or if later in the day, will need to be isolated and parents will be called to pick the child up.

If any adult who is dropping off a child must enter the building, they must check in at the station set up in the main hallway of the Preschool and have their temperature taken according to the protocol above. They may not enter the building through the classroom.

Staggered Start / Dismissal Times

We will be staggering our start and dismissal times to facilitate a safe and more efficient check in for staff and children. Parents and caregivers **must** adhere to this schedule to reduce potential points of contact, support social distancing protocols outside the building and support the daily health screenings (described below). The schedule is:

2s Programs:	8:45 am - 11:45 am
3s AM Program:	9:00 am - 12:00 pm
3s Extended Day Program:	9:00 am - 1:55 pm
4s AM Program:	9:15 am - 12:15 pm
4s Extended Day Program:	9:15 am - 2:10 pm
Pre-K Program:	9:15 am - 2:10 pm

*The cutoff time for drop-off is 15 minutes after your scheduled arrival time shown above. No children will be received at the check-in points after this time unless a parent has given us 24 hours prior written notice, and has made special arrangements with the teachers. If you arrive after your "arrival window", you must use the main Preschool entrance door, and undergo the health screening there.

Each family must stand six feet apart on the sidewalk while waiting during arrival and dismissal. There will be visual markers to support this distancing.

At arrival, **families / caregivers will say goodbye to their child outside** and a designated staff member will escort each child into the classroom in order to limit the numbers of contacts for the teachers and children. *Experience has shown that if families of children convey a positive attitude and leave promptly at drop off time (without revealing signs of anxiety themselves), then children adjust more quickly and happily to being at school. A smile, kiss, and a quick goodbye work best.*

At dismissal, a teacher will walk each child outside to their caregiver / family member.

Covid-19 Quarantine Protocols

1. **Children and staff who have tested positive or are presumed positive for COVID-19, and also had symptoms, must quarantine at home. Individuals can return to school after:**
 - At least 10 days since symptoms first appeared and
 - At least 24 hours with no fever without fever-reducing medication and
 - Symptoms, including cough; vomiting; diarrhea; loss of appetite; red/runny eyes, have improved
 - When they are well and energetic enough to fully participate in all areas of the program day, including outdoor times

2. **Children and staff who have tested positive for COVID-19, but have had no symptoms, must quarantine at home. Individuals can return to school after:**
 - 10 days have passed since test, or
 - After receiving two negative test results in a row, at least 24 hours apart
 - If symptoms appear after testing positive, they must follow the guidelines outlined above for having tested positive and also having symptoms before returning to school

3. **Children and staff who have symptoms of illness but test negative for COVID-19 must quarantine at home. Individuals can return to school after:**
 - They are fever free without fever reducing medication for 48 hours with written documentation from a licensed medical professional confirming that fever and any accompanying symptoms are not due to potential or confirmed diagnosis of COVID-19
 - They are well and energetic enough to fully participate in all areas of the program day, including outdoor times

4. **Children and staff who have been in direct contact with a person who has tested positive or is presumed positive for COVID-19 must quarantine for 14 days from the date of contact before returning to school. Direct Contact is defined as being within six feet of the person for at least 15 minutes, within two days prior to that person developing symptoms**

Covid-19 Travel Restriction Policy

Please contact the Preschool Director **PRIOR TO** any international travel or domestic travel to any state listed on the Travel Advisory List*

- Children and staff who have **traveled to states listed on the Travel Advisory List* must quarantine for 14 days** from the date of return from travel before returning to school. If a state is placed on the Travel Advisory List during the time of travel, children and staff must quarantine for 14 days from the date of return
- Children and staff who have **traveled internationally** must quarantine for 14 days from the date of return from travel before returning to school

- Continue to work with the local health officials to determine appropriate next steps, including whether an extended dismissal is needed; communicate next steps to all families

If local health officials have determined there is substantial transmission of COVID-19 within the community, they will provide guidance to administrators on the best course of action for our preschool.

Covid-19 Closure Protocols

In the event of a classroom or school closure, teachers and children will continue learning remotely, including large group, small group and individual interactions between children and teachers. An on-line schedule will be distributed to families at that time.

Classroom Closure

In the event of a child or teacher testing positive for Covid-19, that entire class must quarantine at home for 14 days and that class will convert to remote learning 48 hours after the first day of closure. The entire school will close down for at least 48 hours for deep cleaning, but classrooms with students not required to quarantine will reopen following cleaning.

School-wide Closure

In the event of a school-wide public health decision to shut down due to Covid-19, we will revert to remote learning, beginning 48 hours after the first day of closure.

Policy/Practices are subject to change

First Church Preschool reserves the right to revise, supplement, rescind or deviate from any policies or portion herein from time to time as it deems appropriate, in its sole and absolute discretion, and with or without advanced written notice. Notifications of any changes will be provided to families and employees of our program, and the most recently revised document will be in effect.

APPENDIX B

COVID-19 Pandemic Travel Advisory Policy

The following policy will remain in effect for the duration of **CT Executive Order 7BBB**, or any successor document thereto, which directs the 14-day self-quarantine for travelers arriving from states with high infection rates upon entering/returning to the states of CT.

This policy at First Church Preschool ensures that we are aligned with the best practice guidance provided by the CT Department of Health and Office of Early Childhood for prevention and spread of the COVID-19 infection within our school community.

Specifically, Families and Staff members are required to:

- Report planned travel and travel dates to and from states with high infection rates. The Travel Advisory List is updated regularly and can be found at: <https://portal.ct.gov/Coronavirus/Covid-19-Knowledge-Base/Travel-in-or-Out-of-CT>
- Families and staff members are advised to check for updates to the Travel Advisory List before travel and to avoid travel to these destinations if possible
- Self-quarantine for 14 days upon return from travel to a state listed on the travel advisory list before returning to First Church Preschool
- Report dates of travel to a state that is added to the list during your stay in said state and follow the 14-day self-quarantine requirement upon return from that state
- Report dates of travel to/from a state with high infection rates by any members of a staff or family's household and to confirm that these members will self-quarantine upon return
- Report direct contact with any members of a staff or family member's household, or other non-household contacts, who develop symptoms of COVID-19 (*cough; fever; gastrointestinal symptoms; loss of taste and smell; lethargy; weakness; muscle aches*) or who test positive or are presumptive positive for COVID-19.

Additional information and traveler guidance issued by the CDC can be found at:

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html>