

St. Matthew Preschool

COVID-19 Guidelines

(August 2020)

Due to the COVID Pandemic procedures at St. Matthew's Preschool will seem different. We have had to add some extra policies to our handbook. Once the pandemic is over hopefully we can go back to our normal way of business. Until then these are the guidelines we are following:

Staff and children (3 and older) will be required to wear a mask entering and exiting the building. Children will not be required to wear a mask while in their classroom but are encouraged too. Teachers are required to wear their masks at all time. Teachers will be provided face shields if they are interested in wearing them – while practicing social distancing. Each classroom has two teachers who will remain with their certain class throughout the day unless they participate in Lunch Bunch. There will be no mixing of classes. Children will not be required to wear mask at recess. If parent prefers their child wearing a mask all day teachers will do their best in enforcing it.

Student movement will be limited. There will be no combination of classrooms for instructions except for Chapel and Lunch Bunch. Each class will be assigned an area in chapel to sit that keeps each class a minimum of 6 feet apart. Lunch Bunch will separate from each other as much as possible in classroom. (Parents will have to sign a waiver agreeing to allow their child to attend Lunch Bunch.) Students will separate from each other as much as possible in the hallway. Recess times and recess play locations will only include one classroom of students at a time. Students will be required to wash hands prior to going to recess and washing hands upon reentering the building after recess. Play locations will be fogged in between each recess.

Each teacher and child is encouraged to bring a water bottle. Our water fountains will not be in use.

COVID DAILY SCREENINGS

Staff and each child will be screened upon arrival to the school. Persons who have a fever of 100.0 degrees Fahrenheit or above or other signs of illness will not be admitted into the facility. Parents/Staff need to be on the alert for signs of illness in their children and to keep them home when they are sick. Staff and children will be screened throughout the day and required to wash hands using soap for twenty seconds often.

COVID DROP-OFF AND PICK UP PROCEDURES

All students will be required to use drive up drop-off service at the beginning of the day as well as drive up pick-up service at the end of the day (No parents will be allowed to enter the building). Each teacher will have a designated door which you are to drop off at. Please discuss with your teacher which door that will be.

- Each teacher will be designated a color for their classroom. Parents will be given a card to place on their car window with their child's name on it.
- Parents dropping off their child shall pull up parallel to the designated class entrance, forming a line along the sidewalk.
- Parents remain in the car with a mask on.
- Preschool staff will open the car door, may take child's temperature, unbuckle the child, and help the child out of the vehicle. Teachers will wear gloves and change in between each car.
- Children 3 and up need to wear a mask when entering the building.
- Child will use hand sanitizer upon exiting the vehicle.
- Please pull forward and away from the front of the building when your child is safely away from the car to keep the line moving.

Once in the building, staff will guide the child to their classroom (each class will have a color set of foot prints that lead to their classroom) where they put their things in their basket, put their lunch where it belongs, take off their mask, wash their hands with soap for twenty seconds, and go into the room to start their day.

COVID HEALTH

Hand washing techniques will be taught and encouraged. Children will be encouraged to wash hands (twenty seconds with soap) often to reduce the spread of germs. Teachers are required to supervise the children as they wash hands before snack time, after returning from outside and other times as needed. **Due to COVID children/staff will be required to use hand sanitizer as well as wash their hands before and after entering the building and their classrooms.** Teachers will teach correct hand washing/toileting procedures.

Sanitation requirements of the State of Missouri are followed by the school. Teachers use a 4-step cleaning process for all hard surfaces. Teachers will use soap, water, diluted bleach water, and Disinfectant Cleaner to clean all surfaces. All rooms will be fogged with a VectorFog System at the end of each school day. All play equipment inside, as well as, outside will be sanitized to help prevent the spread of germs. Sanitation information is available in the preschool office.

COVID ILLNESS POLICY

Individuals who have a fever (**100.0 degrees or higher**) or other signs of illness will not be admitted. Children who become sick, with the typical reasons kids get sick (vomiting, rash, diarrhea, pink eye etc.) will have parents notified to come pick up immediately. Sick child will be isolated away from other students and staff (office by Director's office) to help prevent exposure.

The child will need to stay home for 72 hours medication free. Individuals should be fever free for at least 72 hours, without the use of fever reducing medications (Tylenol® or Advil®) before returning.

- If children exhibit any of the following symptoms, they will not be allowed to stay. **(No exceptions and even if you believe symptoms are due to allergies, teething, etc.)**

This is to be proactive and limit exposure.

- Flushed cheeks
- Runny Nose
- Cough
- Sore throat
- Shortness of breath
- Headache
- Chills
- Fatigue
- Loss of taste/smell
- Extreme Fussiness
- Diarrhea/Vomiting

Once a student or staff is excluded from the school environment, they may return if they satisfy the recommendations of the CDC. The current guidelines are:

1. **Untested:** If student/staff has not been tested to verify positive or negative for COVID but have experienced symptoms, they must meet the following before returning to school:
 - a. Fever free for 72 hours (3 full days of temperature below 100.0 without the use of fever-reducing medication; and
 - b. Other symptoms have improved; and
 - c. At least seven calendar days have passed since the symptoms first appeared.
2. **Tested:** For the student/staff that has experienced symptoms and have been tested for COVID-19 must meet the following criteria before returning to school:
 - a. Fever free (less than 100.0 without the use of fever-reducing medications): and
 - b. Other symptoms have improved; and
 - c. Have received two negative tests in a row, at least 24 hours apart and/or with guidance from the health department.
3. **Tested with no symptoms:** For the student/staff that has had no symptoms but have tested positive for COVID-19 may return when they have gone seven calendar days without symptoms and have been released by a health care provider.

During this time, tuition will still be due.

COVID NO VISITOR POLICY

St Matthew loves having special visitors, but due to the Pandemic we have to limit who is allowed into the building for the safety of the children and staff. Special visitors will be allowed in, if wearing a mask, maintaining six feet distancing at all times, and one group at a time may attend, so we do not have mixing of classes.

COVID TOY POLICY

Toys are to remain at home, except for Show & Share Day or with permission from the teacher. Toys will be kept in the child's backpack. **However, Show & Share Day may be suspended until the COVID threat is reduced or over. Please discuss with teacher.**

OTHER COVID PERTINENT INFORMATION

- If a child, staff member, or any of their family members have been diagnosed with coronavirus, we will close for 48 hours (at minimum) for mandated cleaning and disinfecting. (Virtual classes of some sort will be offered, if possible.)
- **During this time, tuition will still be due.**

What should you do if you have been exposed to someone with COVID?

- Be alert for symptoms. Watch for fever, cough, shortness of breath or other symptoms of COVID-19.
- Take your temperature and follow CDC guidance if you have symptoms.
- Notify the school immediately.

If staff or children are sick:

- It is important children/staff stay home when sick.
- It is important for parents and staff to be vigilant for symptoms and staying touch with facility management if or when they start to feel sick.
- Sick children and staff will be kept separate from well children and staff until they can be sent home.
- Sick children/staff should not return to school until they have met the criteria to discontinue home isolation.
- Sick children will be sent to the isolation room that is located in an office next to the Director's office.

- We will follow CDC guidance on how to we will disinfect our school, if someone is sick.
- If a sick child has used isolation room it will be cleaned and disinfected. All surfaces in isolation room will be cleaned after the sick child has gone home.
- **If COVID-19 is confirmed in a child or staff member the following will be done:**
 - Close off areas used by the person who is sick.
 - Open outside doors and windows to increase air circulation in the areas.
 - Wait up to 24 hours or as long as possible before cleaning or disinfecting to allow respiratory droplets to settle before cleaning and disinfecting.

- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.
- If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.

- Continue routine cleaning and disinfection.
- We will follow guidelines from the health department on when to reopen.
- **During this time, tuition will still be due.**

- The CDC states that masks for children 2 years old or younger are not recommended.
- Masks are encouraged for ages 3 and up (however, grace is given if the children remove them).
- If your child is 3 years old and older, please provide a mask for him/her to wear (**MUST WEAR INTO THE BUILDING TO CLASSROOM AND EXITING CLASSROOM**).
- Everyone over the age of 6 years old are required to wear a mask at all times.

Sign _____ Date _____

LUNCH BUNCH

_____ is allowed to attend Lunch Bunch on

I, _____, acknowledge that my child will be with other children and teachers who may not of been in his/her class. I understand staff will do their best to have the children social distance while following all of the COVID POLICY. I am aware this increases my child's risk of getting COVID.

Parent Signature

Date