

Sonshine Preschool Covid-19 Policies and Protocols

February 2021

The following policies and protocols have been put in place to protect the health and wellbeing of the Sonshine Preschool community during the Covid-19 pandemic. These policies and protocols have been adopted by the Childcare Ministry Board of Eastside Covenant Church and are to be applied and modified as needed by the Director and Administrative Staff of Sonshine Preschool for the continued protection of the Sonshine community.

The following policies and protocols may change in function or level of protection provided as the regulations and mandates of the city, county, state, and country change and as the level of Covid-19 case numbers and severity of the infection changes. The Director of Sonshine Preschool has the final word in the enforcement of these policies and protocols, including the determination that a child needs to be removed from the facility due to fever or symptoms of Covid or Multi-System Inflammatory Syndrome in children (MIS-C). The Director will determine the need for a classroom to be closed due to positive test results of an individual within the classroom or the need to refuse attendance of a particular child due to exposure within their home.

It is of great importance that all of us remain diligent to do our part in keeping our community safe. We **ShineTogether** when we think of others before choosing to take undue risks of exposure and transmission of the virus. Should you have questions regarding these policies or protocols, after reading through the information provided below, please contact the Director, Brenda K Drost, through REMIND, phone call, or email at Brenda@sonshineprek.org.

Physical Distancing / Limiting Exposure:

Only students and preschool staff will be allowed on the Sonshine campus.

Drive-up drop off and pick-up will take place at the center gate. Parents will circle around the north and west sides of the parking lot, pull forward to the first available spot marker, and drop off their child to waiting staff members. Parents are required to wear a mask at drop off and pick-up. Your child will have their temperature taken and you will be asked questions regarding your family's exposure to Covid -19 and current health status. Once your child is cleared for attendance, you can say goodbye and return to your vehicle to leave. Your child will be observed/escorted to their classroom/playground by a member of the Sonshine staff. **At pick-up time**, parents should pull up to the next available numbered parking spot and wait outside their vehicle for their child to be released to them by a staff member. **Please wait to move forward and exit the pick-up area until the vehicle in front of you has pulled away. This is for the safety of the children.**

Parents will be required to notify their child's teacher or the office if their child will not be attending school for the day. Please leave the child's name and the reason the child will be absent. Should you forget to call in, a welfare check call will be made to confirm the reason for your child's absence. Notification may be made through the REMIND app, phone call, or text.

Daily Screening will take place upon arrival for staff and children.

Child screening will take place at the drop off point. Their temperature will be taken and logged. The following questions will be asked of the adult transporting the child. Has anyone in the child's household had a positive Covid test? Does anyone in the child's household have symptoms of Covid-19? Are there household members currently in quarantine? **Should anyone in the child's household have a positive Covid-19 test or be in quarantine, the child will not be allowed to attend school until the time for a secondary exposure* has past. Sonshine Administrative Staff uses the current CDC guidelines in determining the date the child may return to school.** This date will be confirmed with the child's parents through the Remind app, email, or conversation with the Administrative Staff.

Social Distancing, for the purpose of limiting exposure to a greater number of people is viewed differently in the preschool environment than in the general public. The following measures are taken at Sonshine to distance children from one another at times when the chances of transmission are higher: 1) Children will have separate playground and outdoor activity times from other classes during preschool hours. 2) Children will be spread out at tables for snack and activities and be encouraged to spread out physically, as much as possible, when in lines and waiting for a turn. 3) Each child will have their own writing and art supplies in a plastic pencil case, supplied by Sonshine. 4) Activities will take place outside as much as possible. Weather permitting, doors are kept open to provide additional ventilation of the classroom.

Face Shields and/or Masks are being **required for all staff members. Adults dropping off and picking up children will be required to wear masks when outside of their vehicle. Children will not be required to wear masks** while being screened or while at school. Should you desire for your child to wear a mask at school, please inform the staff member doing your child's screening. Staff members will encourage your child to keep their mask on when not eating. However, wearing a mask for long stretches of time is difficult for young children. The staff will communicate with you regarding how your child is adjusting to wearing a mask during the school day.

A Door Bell at the office gate will be used for delivery personnel or others who need assistance during the school day.

Communications Folders will be provided by Sonshine for the purpose of sending paperwork and daily updates to parents. **Folders are to be returned to school on your child's next school day.** Please use the folder to send return messages or information to your child's teacher.

Your Child's Personal Items:

A Lunch Box and Water Bottle will need to come to school with your child each day. Both are to be labeled with your child's first and last name. Items that come to school without being labeled will be labeled by staff with a Sharpie. This is important to help avoid having children touch or use one another's items. Your child's lunch box and water bottle will be kept in their cubby or outdoor storage area when not being used.

Nap items are to come to school in a backpack labeled with your child's first and last name. Sonshine will provide a nap back pack for your child if you do not have one. The back pack as well as each napping item will need to be labeled with your child's first and last name. Items that come to school without being labeled will be labeled by staff with a Sharpie marker. Back packs are being required for nap items to keep them securely separated from the nap items of other children while stored. The back pack containing your child's nap items will be sent home on your child's last school day of the week for laundering. Please be sure to return the nap back pack with clean items on your child's first school day each the week.

Please, NO other items from home should come to school!! Other than a jacket or sweater (which should be labeled with your child's first and last name), no other personal items will be allowed at school. This is to reduce the number of things being transferred from one environment to another and to reduce the temptation for children to touch one another's things. **Please do not send hand sanitizer, wipes, lip balm, sun screen, lotion, etc to school with your child. These items are novel and easily shared with peers in the classroom.** Should your child need to use one of these items, due to health concerns, a medication form will need to be completed through the office. The item will need to be in the original container and be labeled with your child's first and last name.

Personal Care, Cleaning and Sanitation:

Children will be . . . learning to wash their hands thoroughly using health department guidelines. Hand washing will take place when a child enters the classroom, before and after eating, before and after outdoor play, after wiping their nose, and after using the restroom. Children will be wiping their lunch box and pencil box with a regular wipe before returning it to their cubby. Children will be taught to cough and sneeze into their elbow, use tissues, and use regular wipes to clean their hands. Hand sanitizer may be used with children 2 -6 yrs old.

Toys and Activity items in classroom centers will be sanitized each day. All soft toys, blankets for comfort or play, pillows, and plush toys will be removed from the classroom. Mouthed toys will be placed in a separate tub for disinfecting and air drying before being available for play.

Napping protocols will include . . . children will be positioned as far apart as possible, a minimum of 3 feet. Each child will have their own nap mat/cot labeled with their first and last name. Mats will be stored in a plastic bag with the child's name. Nap items will be stored in each child's back pack after each use and sent home for laundering following the child's last day of school for the week.

Hard surfaces will be disinfected multiple times per day. This includes door frames, door knobs, tables, grab spots on chairs, shelves, etc.

The following will be available to staff for use in prevention of viral and bacterial spread: gloves, disinfecting wipes, regular wipes, bleach solution of 1000ppm mixed each day, Lemon D disinfecting solution, face shields, and masks.

Classrooms will be cleaned each evening with extra attention given to toileting and sink areas.

Attendance Restrictions, Reentry to Sonshine, and Refund Policies Regarding Covid-19

1. In the event that a student or staff member exhibits symptoms of Covid-19 or Multi-System Inflammatory Syndrome in Children (MIS-C) during the school day:

- A. The student will be taken to the Isolation Room where they will wait with a staff member from their classroom. Staff members with symptoms will leave the campus immediately.
- B. The student is to be picked up within 30 minutes of notification.
- C. Parents of the ill child or the staff member who is ill, are to **seek a medical opinion that day to determine if they should isolate/quarantine.**
- D. The status of the ill child/staff member is to be reported to the Director ASAP following a diagnosis or medical opinion.
- E. Should the diagnosis not be Covid related, the class will continue as usual.
- F. **The Director will take appropriate steps based on the criteria in the sections below should the diagnosis be Covid related.**

2. Should a child or staff member test positive for Covid-19, the following steps will be followed:

- A. The parents of the children in the classroom will be contacted immediately.
- B. The classroom will be closed for 2 days to allow aerosols of the virus to settle and for cleaning to take place.
- C. **Those children and staff members present in the classroom bubble on the day of exposure will not return to school for 14 calendar days from the day of exposure.**
- D. Students and staff in the same classroom bubble who were not in attendance on the day of exposure may return when the classroom reopens, 2 days following the day of exposure.
- E. All staff and children may return to the classroom on the 15th day after the day of exposure.

4. In the event that **an individual in a child's or staff member's household exhibits symptoms of Covid-19 or MIS-C, that is confirmed by a positive Covid test, the child/staff member will not be permitted to attend Sonshine for 14 calendar days. The student or staff member may return on the 15th day following the date of notification of the Covid diagnosis to the Sonshine Office or a staff member. The 14 day quarantine period begins after the child or staff members last day of exposure to Covid positive individual.**

Example: Parent has a positive Covid test and is unable to isolate themselves from the rest of the family (including the child) The Parent will need to be in quarantine for 10 days from the date of their symptom onset or positive test result. The child's 14 day quarantine period will begin on the 11th day. This is because the child has had continual contact with their parent during the parent's quarantine, therefore the child's quarantine cannot begin until the parent is no longer in quarantine.

6. Children and staff members who are restricted from attendance due to their Covid-19 or MIS-C diagnosis or positive Covid-19 test will need to meet the following criteria to return to Sonshine Preschool.

A. They will not be permitted to return until 10 days following the **onset of symptoms**, with the last 3 days being **fever and symptom free, without over the counter medications**. Should symptoms take longer than 10 days to subside, return would still require 3 days being **fever and symptom free without over the counter medications**.

B. Changes in CDC recommendations toward symptomatic criteria for return to contact with others will be considered on a case by case basis, by the Director, when the individual's doctor does not require/recommend testing before having contact with others.

C. A child or staff member who has had close contact (less than 6' distance, hugging, kissing, sharing utensils, drinks, or devices, having meals together) with someone who has tested positive for Covid-19 will not be permitted to attend Sonshine Preschool for 14 calendar days. The 14 day quarantine period begins after the child or staff members last day of exposure to Covid positive individual.

Covid-19 Policies and Protocols supersede corresponding information in the 2020-2021 Parent Handbook. Please keep in mind that any of the policies and protocols described above are subject to change should adjustments need to be made for function or compliance, so that we can **ShineTogether!!**