

Covid 19 Additions to the Parent Handbook

Positive Test Result for Covid 19 Policy and Procedure

If a staff member or child has tested positive for Covid 19:

1. Memorial Preschool will notify ODJFS by the next business day in OCLQS as a serious incident. <http://earlychildhoodohio.org/sutq/pdf/OCLQSSeriousIncident.pdf>
2. Memorial Preschool will notify the Greene County Public Health Department by the next business day. Contact Information includes: Main Office Number - 937-374-5600; Main Fax Number - 937-374-5675; and After Hours Emergency Number - 937-910-6056. The normal hours of operation are: 8:00 AM to 4:00 PM Monday Through Friday.
3. Memorial Preschool will notify the Church Leadership and the Steering Committee of the report of the positive case.
4. Families within the school will be notified through the One Call Now System and will be directed to the website for additional information.
5. The confidentiality of the child or staff member will be maintained at all times.
6. In coordination with the GCPHD, Memorial Preschool will ensure the individual completes isolation and/or quarantine procedures for COVID 19 before returning to the program.
7. The school will close for up to 14 days to allow for deep cleaning and time to work with the local health department for contact tracing.
8. Memorial Preschool will work with the local health department and may recommend testing for all potentially infected or exposed individuals.

Potential or Suspected Exposure

Children or staff members who have been in contact with someone who is suspected of having Covid 19, or think they have been in contact with someone who is suspected of having Covid-19, or has tested positive for Covid 19 should quarantine for 14 days.

New Arrival and Dismissal Times for Covid 19

***New Arrival and Dismissal times for this year:**

Threes and Fours Arrival is 8:50 Dismissal is 11: 20

3 Day PreK Class Rivalsky / Dray Arrival is 9:00 Dismissal is 11:30

3 Day PreK Class Szalejko/Bozada Arrival 9:15 Dismissal is 11:45

Temperature Checks and Screening

All staff and children will have their temperatures taken upon arrival each morning.

If the temperature is 100 degrees or higher, see Exclusion Policy.

All staff and children will be asked the following screening questions upon arrival each morning.

Arrival Screening Questions

- Fever
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches

- Headache
- Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Hand Washing Policy

All staff will wash their hands upon arrival each morning. CDC guidelines for a 20 second vigorous hand washing will be used. All children and accompanying adults will use hand sanitizer upon arrival each morning unless hands are visibly dirty, then hand washing will occur.

Hands of children will be washed after toileting and during scheduled hand washing breaks throughout the day. Hand sanitizer will be used in all classrooms as children transition from teacher directed activities to self -directed activities, as well as at other times during the day.

Hand sanitizer will be used as children transition to outside activities. Hands be washed when returning from outside activities. Hand sanitizer will be used at dismissal unless hands are visible dirty then handwashing will be employed.

Follow these five steps every time.

1. **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. **Scrub** your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
4. **Rinse** your hands well under clean, running water.
5. **Dry** your hands using a clean towel or air dry them

<https://www.cdc.gov/handwashing/when-how-handwashing.html>

Arrival Screening Policy

Adults bringing children to school must wear a mask.

Adults along with the child shall maintain social distancing upon arrival by standing on the marks on the floor, which are placed 6 feet apart.

Adults must adhere to the schedule arrival times for their child's class.

Adults and children must not enter the preschool hallway unless being screened by their child's teacher. Adults must maintain a distance of 6 feet between the classroom teacher and themselves during the screening process.

The child may move forward to have their temperature taken when the teacher is ready to use the no touch thermometer.

Any answer of yes to any of the screening questions or a temperature of 100 degrees will result in your child being sent home. Please See Exclusion Policy.

Does your child have--

- Fever
- Chills

- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Arrival Procedure

Posey 3's and 4's Arrival

*Park in the parking lot.

*Enter the school through the double doors at the portico, covered entrance on the west side of the building. **Adults must wear masks.**

*Your arrival time is 8:50. If you arrive after 9:10 you must wait until the Pre -K enters. Call the Office for instructions 937-376-2567.

*Maintain social distancing by standing on the marked areas.

*Assist, if needed, your child in removing coat.

*Place in marked area on the coat rack in the hall as you go by.

*Sanitize your hands and the child's hands.

*Wait for the teacher to greet you, ask you the screening questions about your child, and take your child's temperature.

*If the temperature is under 100 degrees, the child enters their classroom and the adult exits. If the temperature is over 100 degrees, see Exclusion Policy.

*Adults exit through the outer hallway in the church and proceed to the double doors in the church lobby and exit out through the courtyard to the parking lot.

Szalejko and Bozada 3 Day Class Arrival

*Park in the parking lot.

*Enter the school through the double doors at the portico, covered entrance on the west side of the building. **Adults must wear masks.**

*Your arrival time is 9:15. If you arrive before 9:15 you must wait until 2 Day Class enters. If you have a special arrival circumstance, call the Office for instructions 937-376-2567.

*Maintain social distancing by standing on the marked areas.

*Assist, if needed, your child in removing coat.

*Place in marked area of the coat rack in the hall as you go by.

*Sanitize your hands and the child's hands.

*Wait for the teacher to greet you, ask you the screening questions about your child, and take your child's temperature.

*If the temperature is under 100 degrees, the child enters their classroom and the adult exits. If the temperature is over 100 degrees, see Exclusion Policy.

*Adults exit through the outer hallway in the church and proceed to the double doors in the church lobby and exit out through the courtyard to the parking lot.

Rivalsky and Dray 3 Day Class Arrival

*Park in the parking lot.

*Enter the school through the main entrance to the preschool. **Adults must wear masks.** Your arrival time is 9:00. If you arrive before 9:00 and have a special arrival circumstance, call the Office for instructions 937-376-2567.

*Maintain social distancing by standing on the marked areas.

*Assist, if needed, your child in removing coat.

The child will proceed to the cubbies and place their coat in it .

*Sanitize your hands and the child's hands.

*You will wait on the entrance mark and the teacher will greet you, ask you the screening questions about your child, and take your child's temperature.

*If the temperature is under 100 degrees, the child enters their classroom and the adult exits. If the temperature is over 100 degrees, see Exclusion Policy.

*Adults exit back through the main entrance out the opposite door to the parking lot. outer hallway in the church and proceed to the double doors in the church lobby and exit out through the courtyard to the parking lot.

Exclusion Policy and Return to School

Upon arrival or assessed any time after arrival:

Any child or staff member with a temperature of 100 degrees or higher will be immediately excluded from the class and school. They will be removed and kept comfortable, under supervision, until they can be picked up or drive home.

Children or staff members sent home shall not return until they have been fever free for 24 hours without the use of fever reducing medications.

If the child or the staff member presents a fever of 100 degrees or higher and has had known contact with someone confirmed or probable to have Covid 19, they must immediately sent home and cannot return until they complete isolation and quarantine procedures in coordination with Memorial Preschool and the local health department.

Greene County Public Health Department recommends quarantining if:

- You were within 6 feet of someone who has COVID-19 for at least 15 minutes.
- You provided care at home to someone who is sick with COVID-19.
- You had direct physical contact with the person (touched, hugged, or kissed them).
- You shared eating or drinking utensils.
- They sneezed, coughed, or somehow got respiratory droplets on you.

You should:

- Stay home for 14 days after your last contact with a person who has COVID-19.
- Watch for fever (100 degrees F or higher), cough, shortness of breath, or other symptoms of

COVID-19. If possible, stay away others, especially people who are at higher risk for getting very sick from COVID-19. You should stay home for 14 days after your last contact with a person who has COVID-19.

Even if you test negative for COVID-19 or feel healthy, you should stay home (quarantine), since symptoms may appear two to 14 days after exposure to the virus. It could take days before the infection shows up on a lab test.

Children or staff members with a fever and known or probable contact cannot return to school for 14 days.

If a child or staff member has had any of the following symptoms:

List of COVID-19 Symptoms

- A temperature of one hundred degrees Fahrenheit or higher
- Fever
- Chills
- Cough
- Shortness of breath
- Difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

And has had known contact with someone confirmed or probable to have COVID 19 , Memorial Preschool will immediately exclude the individual and send the individual home. The child or the staff member must then not return to school for 14 days in accordance with the guidelines as set by the Greene County Public Health Department (see above).

According to the CDC, children or staff who have **had COVID-19, and had symptoms**, cannot return to school until:

- 3 days with no fever **and**
- Respiratory symptoms have improved (e.g. cough, shortness of breath) **and**
- 14 days since symptoms first appeared

Memorial Preschool will work with the Greene County Public Health Department in following and assessing the need for the above recommendations. In working with the local health department, Memorial Preschool will determine if children and staff may need to be tested and receive two negative test results in a row, at least 24 hours apart, improved respiratory symptoms, and fever free for 3 days before the return to school.

According to the CDC, children and staff who **tested positive for COVID-19 but had no symptoms**, can return to school after:

- 14 days have passed since test and no symptoms developed

Memorial Preschool will work with the Greene County Public Health Department in following and assessing the need for the above recommendations. In working with the local health department, Memorial Preschool will determine if children and staff may need to be tested and receive two negative test results in a row, at least 24 hours apart, improved respiratory symptoms, and fever free for 3 days before the return to school.

Dismissal Procedures

Posey 3's and 4's

- *Park in the parking lot.
- *Proceed to the marked spots by the double doors at the portico, covered entrance on the west side of the building. **Adults must wear masks**, and remain socially distant.
- *Do not enter the preschool hallway.
- *Your dismissal time is 11:20. If you arrive after 11:20 you must wait until the Pre -K dismisses. Call the Office for instructions 937-376-2567.
- *Maintain social distancing by standing on the marked areas.
- *The teachers will be in the hall with both class groups. When you approach, the teacher will help the child with hand sanitizer, and deliver your child to you.
- *Take your child and walk to the far side of the double doors in the center of the church lobby and exit back to the parking lot.

Szalejko and Bozada Pre K Class

- *Park in the parking lot.
- *Proceed to the marked spots by the double doors at the portico, covered entrance on the west side of the building. **Adults must wear masks**, and remain socially distant.
- *Do not enter the hallway.
- *Your dismissal time is 11:45. If you arrive before 11:45 you must wait until the 3's and 4's dismisses. Call the Office for instructions 937-376-2567.
- *Maintain social distancing by standing on the marked areas.
- *The teachers will be in the hall with both class groups. When you approach, the teacher will help the child with hand sanitizer, and deliver your child to you.
- *Take your child and walk to the far side of the double doors in the center of the church lobby and exit back to the parking lot.

Rivalsky and Dray PreK 3 class

- *Park in the parking lot.
- *Enter the school through the main entrance to the preschool. **Adults must wear masks.**
- *Your dismissal time is 11:30. If you arrive before 11:30 and have a special arrival circumstance, call the Office for instructions 937-376-2567.
- *Maintain social distancing by standing on the marked areas.
- *The teachers will be in the hall with both class groups. When you approach, the teacher will help the child with hand sanitizer, direct the child to his or her cubby, and deliver your child to you.
- *Take your child and walk to the far side of the double doors and exit back to the parking lot.

Playground Cleaning Policy

According to the CDC and the manufacturer's guidelines, the playground equipment will be sanitized with an EPA registered disinfectant used for household purposes, between each use of a group of children.

The equipment will be sprayed down, and wiped between each use.

Sanitation and Cleaning Policy

Memorial Preschool will be conducting enhanced cleaning and sanitation per the CDC guidelines as well as the Greene County Public Health Department. This will include

enhanced cleaning of frequently touched areas, toys, classroom surfaces and restrooms. Daily schedules were adjusted to allow all teachers time to clean and sanitize their classrooms.

Restroom Usage and Sanitation Policy

Restrooms will be used at scheduled times by one class at a time.

Restrooms will be sanitized after each class's use.

Doors, toilets, handles and sinks will be sanitized.

Each restroom will be thoroughly cleaned at the end of each day.

Individual trips to the restroom will be accommodated on an as needed basis and the restroom will be sanitized after each child's use. The accompanying adult will wipe down the door, toilet, handles, and sink.

Tuition Policy during Covid 19

Monthly tuition will not be prorated for illness, weather, a 14 day closure due to a positive case of Covid 19, the inability to hold class due to staff absences /illnesses, and any closure due to a positive case or possible case of Covid 19 as deemed by the Greene County Health Department.

If the State of Ohio, ODJFS, or the Greene County Public Health Department requires a mandated shut down of child care centers for a month or longer, tuition will not be charged for that month.

Weather Delay Policy During Covid 19

Memorial Preschool follows the Xenia Community School District's directives concerning weather delays. You can sign up for text alerts from Channel 2 or Channel 7 for weather delays. If the Xenia Community School District calls for a 2 hour delay, Memorial Preschool will begin classes **one hour later** than the scheduled arrival time for each class and will dismiss at the regular dismissal times for each class. See below:

Threes and Fours Arrival is 8:50 Dismissal is 11: 20

3 Day PreK Class Rivalsky / Dray Arrival is 9:00 Dismissal is 11:30

3 Day PreK Class Szalejko/Bozada Arrival 9:15 Dismissal is 11:45

