

## **St. Francis Day School Policies and Procedures for Re-Gathering**

The proposed date to re-gather the preschool children and staff of SFDS (St. Francis Day School) is September 1<sup>st</sup>, 2020. When we begin to re-gather, we will be taking many necessary precautions to limit our students and staff's exposure to COVID-19. We expect these measures to be temporary and will be adjusted as needed and when necessary. We will be operating Monday through Friday (9:00-1:00). The director will be extending her time in the afternoon to implement our new safety measures and allow ample time to clean and sanitize the school and its contents. The number of children at the school has been significantly reduced from 40 to 25 to promote physical distancing within the classrooms. On the following pages, you will find specific precautionary policies that will be put into place immediately with staff and children upon re-opening.

### **Procedures to help prevent spread of illness**

1. SFDS staff will wash hands often with soap and water. If hand sanitizer is used when soap and water are not readily available, hands washing will follow when soap and water are available.
2. SFDS staff and children will be instructed to sneeze and cough into tissues and dispose of tissue in a covered trash can. Children will be directed to wash hands after sneezing and/or coughing.
3. SFDS director/staff will ensure that the school is stocked with supplies for proper hygiene and cleaning. The additional cleaning that is needed after dismissal will be completed by the director.
4. Children and/or staff who are ill will be required to stay at home. This will be enforced. Procedures will include protocol for temperature checks at 9:00am upon arrival and again at 11:00am as well as visual checks throughout the day. We will have a Temperature Check Logbook that will be used to keep all readings documented and/or any necessary reporting. Sick staff and/or children will be isolated from others until they can go home. Disinfecting will be done often but especially in areas where a sick child was isolated.
5. Plans for social distancing of all visitors:
  - We will not deny access of a child to parents.
  - Parents will be required to wear a mask, wash their hands and interact only with their own children (signs will be posted).
  - All tours for prospective families and outside deliveries will be suspended until further notice within preschool areas. Tour appointments can be made for after school hours.
  - All deliveries will be made to the church office.
6. Social distancing plan within the preschool will include the following:
  - Classes will include the same small group each day.
  - Playground times will be staggered, keeping groups separate.
  - Arrival and departure time will include a teacher escorting children into the Day School and out to the parent, limiting contact between parents and staff.
  - No group activities or special events will be planned until further notice.

## **Proper hand hygiene**

All children, staff and others who enter the preschool will follow the guidelines below and wash hands in all the following scenarios:

- Upon arrival to the preschool, when entering or re-entering any room.
- Before and after preparing snacks and drinks.
- Before and after eating and handling food for children lunches.
- After using the toilet or helping a child use the bathroom.
- Following contact with any bodily fluids.
- After playing outside.
- After handling trash.
- Prior to leaving school for the day.

The required hand washing protocol for scenarios above will be to wash hands with soap and water for 20 seconds. Handwashing instructional posters are posted in all bathrooms used by the children. Alcohol based hand sanitizers with at least 60% alcohol (75% is what we are using) can be used when soap and water are not accessible. STAFF WILL ALWAYS SUPERVISE CHILDREN WHEN USING HAND SANITIZER AND HAND WASHING. After assisting children with handwashing, staff must wash hands.

We will not be using hand sanitizer in place of hand washing; however, we would like to use it in addition to hand washing for extra safety precautions. We will be using and monitoring a mounted (no touch) dispenser upon children entering the building, entering the classroom, and throughout the day.

## **Cleaning and disinfecting**

1. If possible, clean and sanitize immediately the toys that are mouthed such as pretend food or put into a designated container to be washed later. Keep the “dirty toys” container accessible to staff only. Keep enough sanitized toys to rotate in and out of centers.
2. Current procedures for disinfecting and sanitizing will be intensified. All staff will be given a check list of daily cleaning which includes surfaces and objects that are frequently touched, including doorknobs/door handles, light switches, sink handles, tables, chairs, toys and center shelves.
3. Staff should ensure that cleaning products are not used near children, and all cleaning materials are out of the reach of children.
4. We will not be using any cloth toys or dress up costumes that cannot be cleaned and sanitized. We will place them in storage.
5. Children’s books and other paper-based materials are not considered high risk for transmission.

### **Drop-off and pick-up procedures**

1. We will be using our current preschool (one car at a time) drop-off and pick-up area for all children during arrival and dismissal. Parents and other adults will be strongly encouraged not to enter the Day School building.
2. A staff member will be stationed there to greet their child where they will maintain physical distancing from others in the lineup.
3. The same staff member will be taking each child's 9:00 am temperature before entering the building each day. If a child, or staff member, has a temperature of 100.4 degrees or above taken with our infrared non-contact thermometer, they will not be permitted to enter the building for 48 hours. The staff member will also ask parent a series of questions.

### **Classroom changes and procedures**

1. Each table will have plexiglass partitions to protect each child from any cough, sneezes, etc. The tables will be spaced out using the entire floor space for the separation of tables and teaching space.
2. We have decreased the number of children in each classroom and at each table. They will have been assigned (name) labeled workstation to be used through-out the entire school year. Each workstation will be separated with ample space between each table.
3. Each child will have their own individual (non-community) labeled box of tool/supplies needed to accomplish all classroom work.
4. There will be carpet spot markers on the floor for each child to be able to spread out the children during directing work, reading, calendar, etc.
5. The students will be in two separate groups and times will be staggered for outside playtime.
6. Lunch and snack will be eaten at their assigned workstation. Snacks brought to school on "Share a snack day" will be required to be store bought and in unopened packages. Home prepared snacks will be suspended until further notice.
7. When any station change happens, the stations will be disinfected!!

### **Additional precautionary policies**

1. Staff will wear clear shields/masks when feasible.
2. Children will not be required to wear masks unless requested by the parent. In this case, the parent will provide child-sized masks and enough masks to accommodate the child's needs.

**\*\*Children tend to touch their faces more than normal while wearing masks for extended periods of time.\*\***

3. If a child or staff member tests positive for COVID-19, NCDHHS will be notified immediately. The infected person may not return until proper documentation is provided by a medical provider stating they have followed required protocol for recovery and are well to return. In this case the facility will be close for 5 days to clean and disinfect.

4. If substantial community spread occurs, SFDS will close for an extended period of 14 days or more as the number of cases are monitored. Families will be advised of the possibility and will be encouraged to have an alternate plan to ensure care as needed for their child. Further directions will be taken from St. Francis Episcopal Church Vestry, the Diocese, and appropriate public agencies.
5. If your child begins to feel unwell after they have been dropped off at school and is found to have a temperature of 100.4 degrees or above, the parent will be notified and asked to pick up their child within 30 minutes of notification. If a child exhibits a temperature, we will have a designated space for the child until a parent arrives to help mitigate exposure to other students and our staff. During this outbreak we will increase our sensitivity to these safety precautions to protect children in our care as well as our staff.
6. We will be extending the time away from school following an illness from 24 to 48 hours, if a child or a staff member exhibits signs of respiratory illness (cough, shortness of breath, headache, etc.) or fever. This policy change is to help ensure the protection of all children in our care while dealing with this heightened alert. Also, when there is an illness reported or found in SFDS child or staff member, detailed records will be kept of the absences and illness. HIPPA privacy laws will be followed in all instances.

#### **Final words for families and staff**

Awareness and precaution are the main steps families and staff can use to protect themselves, their children, and the public from the virus. Parents will be asked to not bring children to school if they have respiratory symptoms or fever and staff will be asked to do the same. If our SFDS families, staff, or anyone with whom they have been in contact with have been diagnosed with coronavirus, they will be asked to notify the school immediately and to keep their children at home until cleared by a doctor. If a SFDS parent or family member exhibit fever, shortness of breath or coughing, **they will not be permitted to send their child to school.**

**Thank you for the partnering with SFDS during these extremely unusual times.**