

# IUMC Preschool Covid-19 Plans and Procedures 2021-2022

## 1. Proposed Class Size Reductions:

No classroom student number reductions are planned.

## 2. Personal and Community Protection:

### Staff PPE Options and Accountability:

All Preschool staff will be required to wear face masks, regardless of vaccination status. Face shields may eventually be permitted, in limited use, as recommendations by the Marion County Public Health Department allow.

Gloves will be worn when attending to injuries and changing diapers.

Staff will be permitted to wear protective eyewear and snap front or zip front scrub jackets to protect clothing, if they so desire.

### Daily Staff Screenings:

Screening is the most effective method to conduct regular staff health checks. All staff will complete the following self-screening checklist each day before they arrive:

- Did you have a fever over 100.4 degrees F in the last 24 hours?
- Did anyone in your household have a fever over 100.4 degrees in the last 24 hours?
- Do you have a cough that cannot be attributed to a non-covid condition?
- Are you experiencing shortness of breath or difficult breathing?
- Do you have any of these symptoms (including fever)?
  - Chills
  - Muscle pain
  - Headache
  - Sore throat
  - New loss of taste or smell

### Substitute Teachers:

All substitutes, employed by the office, will be required to follow all aspects of the IUMC Preschool Covid-19 Plans and Procedures.

### Student/Parent/Guardian PPE Options and Accountability:

The following guidelines issued by our licensing agency; the Marion County Public Health Department will be in place:

**Students:** Masks will be worn by all students while indoors except when eating or drinking. They will not be required to wear masks on the playground or during other outside activities.

**The following exemptions apply:**

- \*Any student who is unable to physically remove the mask by themselves.
- \*Any child under the age of 2 years.
- \*A child with a disability who cannot wear a mask, or cannot safely wear a mask, because of the disability as defined by the Americans with Disabilities Act.
- \*A child who is hearing or speaking impaired and for whom a mask or face covering is an obstacle to communication.

**Parents/Guardians/Visitors:** Masks are to be worn indoors, at all times, regardless of vaccination status.

### **3. Arrival and Departure of Students:**

#### **Drop-Off**

Parents, guardians, and students will enter the building through the south doors unless permission has been granted to use the east doors for access to the elevator. They will then proceed directly to the child's classroom.

#### **Screening Process:**

Children will be screened each morning (and monitored throughout the day) by classroom staff. The screener will make a visual inspection of each child for signs of illness which could include:

- \*flushed cheeks
- \*Runny nose that is not clear
- \*Rapid breathing or difficulty breathing (without recent physical activity)
- \*fatigue
- \*extreme fussiness
- \*cough

The screener will take each child's temperature using a disposable or non-contact (temporal) thermometer. Any child with a fever of 100.4<sup>0</sup> (38.0<sup>0</sup>C) or above, or other signs of illness, will not be admitted to school, or parent/guardian will be notified and the student sent home.

We will educate parents to be on the alert for signs of illness in their children and to keep them home when they are sick.

### **Pick-Up**

**Locations:** Parents will retrieve children from their classrooms, playground, or large muscle room as designated by the classroom teacher.

#### **4. Classroom Environmental Changes:**

A great deal of preschool time for students happens on the floor, and the use of sanitization mats will be implemented. They will be stationed at the entrance of each hallway or classroom so that shoes are sanitized upon entering.

Classroom windows will be kept open as frequently as possible to increase air circulation. Only windows with securely attached screens will be opened. Fans may be used to increase air exchange rates but their use must be safely implemented to protect the children from possible injury.

Children may have their own set of commonly used classroom supplies to avoid sharing whenever possible. Other supplies will be regularly sanitized throughout the preschool day with sanitizing wipes which will be available in each classroom.

Frequent hand washing by both staff and students will be an important focus and part of each classroom's curriculum. To ensure adequate access, and to support hand hygiene behaviors and routine cleaning of objects and surfaces, a portable sink will be added to the upstairs classrooms for use in those rooms which are a greater distance from their assigned bathroom. All children and staff will engage in hand hygiene, at a minimum, during the following times:

- Arrival to the facility and after breaks
- Before and after preparing food or drinks
- Before and after eating or handling food, or feeding children
- Before and after administering medication or medical ointment
- Before and after diapering
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid
- After playing outdoors or in sand
- After handling garbage

Wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.

Hand sanitizer is a poison upon ingestion, and as such, will only be used as a last resort on children. When circumstances do require its use, children will be supervised to ensure safe use.

Children may be assisted with handwashing. After assisting children with handwashing, staff will also wash their hands.

Developmentally appropriate posters describing handwashing steps are posted near sinks.

The use of toys, furniture and equipment that cannot be easily sanitized on a regular basis will be avoided whenever possible. These items will be removed from the classrooms whenever possible or, if necessary for use, will be rotated out of service for at least 2 to 5 days depending on the material.

Toys which children have placed in their mouths or that are otherwise contaminated by body secretions or excretions will be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize, rinse again, and air-dry. We may also clean items in the mechanical dishwasher which has a sanitizing setting. Teachers will be mindful of the use of items more likely to be placed in a child's mouth, like play food, dishes, and utensils.

Toys will not be shared with other classes unless they are washed and sanitized before being moved from one group to the other.

Supplies used for snack (utensils, cups, etc.) will be single-use and disposable with the exception of the sippy cups required for use with our youngest students. Older classrooms may continue the use of personal water bottles that are sent home on a regular basis for cleaning.

#### **5. Bathroom Usage and Diapering:**

Each classroom will be assigned a designated bathroom. Classroom staff will be responsible for frequent and reasonable sanitization during the school day and will monitor the hygiene habits of the children adding instruction where needed. The preschool janitor will clean each bathroom after school hours each day.

##### **Diapering:**

Staff will wash their hands and wear gloves. Procedures will be posted in all diaper changing areas. Steps include:

- Prepare (includes putting on gloves)
- Clean the child
- Remove trash (soiled diaper and wipes)
- Replace diaper
- Wash child's hands
- Clean up diapering station
- Wash hands

After diapering, wash hands (even when wearing gloves) and disinfect the diapering area with a sanitizing or disinfecting solution. If the surface is dirty, it should be cleaned with detergent or soap and water prior to disinfection.

## **6. Health and Sickness Plan:**

Covid-sick or Covid-exposed staff members and students cannot return to school until they have met the criteria to discontinue home isolation per the following Marion County Public Health Department and CDC guidelines:

### **Isolation Guidance for Confirmed Cases:**

Persons who test positive for Covid-19 must isolate for a minimum of 10 days from the onset of symptoms, or from the test collection date, if asymptomatic.

Confirmed cases can return to school when:

\*At least 10 days have passed since the onset of symptoms, or the test collection date for asymptomatic infections

and

\*Fever-free for at least 24 hours without the use of fever-reducing medications

and

\*Significant improvement in COVID-19 symptoms.

Individuals who do not meet the above criteria must continue isolation for 14 days.

### **Close Contact Exposure:**

In a classroom setting in which any individuals are unmasked, any person who is within 6 feet of someone who has tested positive for COVID-19 for a total of 15 minutes or more over a 24-hour period, will be considered a close contact.

In a classroom setting in which all individuals are masked, any individual who is within 3 feet or less from the person who tested positive for COVID-19 for a total of 15 minutes or more in a 24-hour period, will be considered a close contact.

In all other areas of the school environment, any unvaccinated individual with 6 feet of a person diagnosed with COVID-19 for a total of 15 minutes or more in a 24-hour period, will be considered a close contact.

### **Exemption Criteria:**

1. Fully vaccinated individuals who can provide documentation of vaccination. Fully vaccinated is defined as at least 2 weeks have passed since completion of the final dose of the vaccination series.
2. Individuals who have had a positive COVID-19 test within the previous 90 days.

**Quarantine Protocol:**

The Quarantine guidance for children experiencing close contact is as follows:

Students who are identified as a close contact of a confirmed case of COVID-19 should quarantine for a minimum of 10 days after last exposure to the case.

**Exemption Criteria:** If the exposed child has been diagnosed with COVID-19 within the 90 days prior to exposure, or is considered fully immunized, they shall not have to be excluded from school unless symptoms occur.

The CDC recommends a 14-day quarantine, but offers the following alternative options:

Persons can discontinue quarantine after Day 10 without testing, only if the following criteria are also met:

- The individual has shown no symptoms of COVID-19 at any point during the entirety of quarantine up to the time at which quarantine is discontinued.
- Daily symptom monitoring continues through quarantine.
- All recommended preventive measures continue through quarantine:
  - Practice good hand hygiene by washing with soap and water for a least 20 seconds or using a hand sanitizer with at least 60% alcohol
  - Stay at least 6 feet (about 2 arms' length) from other people
  - Wear a mask over your nose and mouth when around others
  - Clean frequently touched surfaces often

**Building Maintenance Follow-up:**

CDC guidance will be followed on how to disinfect the building if COVID-19 is confirmed in a child or staff member who has been in the school :

- 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, if possible, before you clean or disinfect 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.

**Reporting Cases:**

We are required to report confirmed cases of Covid to the Marion County Public Health Department (MCPHD) for guidance regarding possible closure, cleaning, and parental notification.

CDC resources emphasize that any decision about temporary closures of child care programs or cancellation of related events should be made in coordination with federal, state and local health officials. Childcare programs are not expected to make decisions about closures on their own.

The preschool office will assume the responsibility of notifying parents and guardians of any contagious medical concern that arises in their child's classroom.

**7. Office Changes**

To limit traffic in the building, parents will be encouraged to make all preschool payments by mail or through automatic bank payments, and to communicate with the office through phone, email, or Messenger. Those families needing to pay in cash may do so in the office.

The preschool office will continue the use of the sliding glass windows over the counter just inside the office hallway. Additional protection will be added using a Plexiglas sneeze guard with a cut out transaction slot.

**8. Playground****Cleaning and Sanitization Procedures:**

Teachers will be responsible for assessing and implementing any specific cleaning needs necessary, following their time on the playground and before the arrival of the next class.

**9. Large Muscle Room****Cleaning and Sanitization Procedures:**

Maxx Clean Multi-Surface Cleaner and Sanitizer (or similar product) may be applied to the equipment and the floor on a regular basis as per the directions to avoid cross contamination between classes and other church use of the room.

Teachers will be responsible for assessing and implementing any specific cleaning needs necessary, following their time in the large muscle room and before the arrival of the next class.

**10. Chapel**

Appropriate alternatives for experiencing chapel time will be designed and implemented by the staff if believed to be necessary.

**11. Special Events/Fundraisers**

Decisions on holding special events and fundraisers for the preschool will be made on a case-by-case basis. The preschool staff and the PAC will look at options which might effectively replace in-person gatherings if necessary.

**12. Field Trips**

Decisions for planning and attending field trips will be at the discretion of the director on a case-by-case basis.

**13. Janitorial**

Janitorial service will continue with a magnified intensity and with a mindfulness of the CDC guidelines outlined in their publication "Cleaning and Disinfecting Your Facility".

**14. Fee Alterations or Additions**

We do not plan to implement any additional Covid fees for this school year, currently.

**15. Parent/Guardian Responsibilities:**

A copy of this completed and approved plan will be made available to parents. They will be asked to sign a document that states that they have read the plan and are aware of the steps IUMC Preschool is taking to limit the opportunities for spread of Covid-19 to the best of its ability. They will also agree to follow all parts of the plan which depend on their cooperation for successful implementation; including keeping their child home, when necessary, as specified in the guidelines.