

## COVID-19 Health and Safety Plan

**Team Members:** All members will help in the planning and development of MUM Preschool's Health Plan.

Becky Weiler (Pandemic Coordinator)  
Marilyn Sheaffer (Educational Coordinator)  
Julie Proskin (Secretary/Staff Representative)  
Leah Beckwith (Health Consultant/Parent Rep.)  
Anna Drenning (Community Coordinator/Parent Rep.)  
Ellie Graves/Pastor Ed Schoeneck (Liaisons for Board and Church)  
Beth Augustine (COVID-19 Church Liaisons and Health consultant)  
Sue Walker (Health Consultant and Board Representative)

### **Team Job Descriptions:**

-**Pandemic Coordinator** (Drafts plan, ensures guidelines are being followed, meets with Board and COVID-19 Church team, conducts/coordinate all team meetings and updates to plan)

-**Secretary** (take notes for minutes of meeting)

-**Educational Coordinator** (Researches and keeps updated on Educational needs for preschool and changes to guidelines of COVID-19. Reports findings to Pandemic Coordinator and staff. Notifies staff of any new information on proper health and cleaning procedures (Professional Development information or activities on COVID-19)

-**Health Consultants** (Notifies team of any changes to health and hygiene procedures for COVID-19. Researches information on health concerns or procedures for staff and team.)

-**Community/Safety Coordinator** (Updates team on any safety or community related concerns on COVID-19 in our area. Notifies team of any staff related trainings in the area or online to help with COVID-19 procedures or guidelines)

-**Liaisons for team** (Provides communication between COVID-19 teams, Church leaders, and Preschool Board)

-**Representatives**(Provides the team with feedback and opinions of staff and families)

## **Cleaning, Disinfecting, and sanitizing guidelines for school/classroom (yellow and green phase)**

### **Preventive Measures:**

- We will increase circulation of outdoor air-open windows and doors when safe.
- Add fans for each classroom.
- Use of air purifiers when available.
- Daily cleaning schedules for classrooms will be provided for school staff and janitor.
- Extra staff/floaters will clean frequently touched surfaces and objects before, during, and after arrival of children. (Door handles, railings, sinks, light switches, chairs, tables)**
- No use of water fountain. (drink break during snack in disposable cups)
- Toys will be cleaned after playtime or staff member will place toys up or in hallway to be cleaned after class by extra staff. Toys will be cleaned with soap and water then disinfected. Toys will be set out to air dry. This is especially important for toys placed in mouths or exposed to body secretions. Gloves will be used by staff while cleaning.**
- Staff will clean dirty surfaces with soap and water and then disinfectants.
- Staff will use CDC/EPA recommended cleaners for COVID-19 will be used on tables, chairs, toys, etc...
- Staff will use cleaning wipes (when available) on common services or for quick cleaning.
- Tables will be cleaned before school, before eating and after, and after class.**
- Toys that cannot be cleaned and sanitized will not be used.(pillows, soft toys, dress up)
- Toys will not be shared between groups unless cleaned and disinfected after each group usage. Children will play in their own classrooms and switch as a group to the other rooms once a week.**

### **Diapering Procedure: Applies to 2 year old class only**

- Hand-washing before and after diapering
- Gloves
- Wash child's hand
- clean surface

### **Caring for children who need comfort or upset**

- Hair should be pulled back
- Long sleeve button down shirt over clothes (scrub jacket) or gowns
- Wash hands, necks or anywhere child's secretions touched body

-Change of clothes and change child's if secretions are all over

**Handwashing schedule for children and staff**

- Arrival and before/after breaks
- Before and after preparing snacks
- Before and after eating or handling food
- Before and after diapering or changing accidents
- After using toilet or helping a child in the bathroom
- After coming in contact with bodily fluid
- After handling animals
- After playing outdoors, sand, water play
- After handling garbage

**Handwashing Procedure:**

- Wash hands with soap and water for 20 seconds or use hand sanitizers if not visibly dirty and soap/water not available. 60% alcohol (Teachers will use sand timers for hand washing)
- Supervise children with hand sanitizer and assist in hand washing.
- Children/staff will wash or sanitizer their hands multiple times during their school day. (Upon entry, after play, before and after snack, after bathrooms, or after a transition from another room or space)
- Posters describing hand-washing steps near sink.

**Snack Preparation Procedure:**

- Staff will wash hands before and after snack.
- Children wash hands before and after eating
- Children will use plastic utensils if needed.
- School provided snack. **(Pre-packaged only)**  
No cooking of snacks or children helping to make snacks.
- Holiday and birthday snacks (**pre-packaged snacks, no homemade or bakery treats**)  
**No treat bags from home for birthdays or holiday parties.**

## **Social Distancing and Safety Procedures for school and classrooms (During Yellow and Green Phases)**

### **Operating Procedure in classrooms:**

- Reduction of class size. (8-10 children in each class)
- Limited seating at tables. (2 to 3 at table with possible plexiglas dividers)
- Children will be spaced apart at circle time with masks. (defined areas with circles on carpet)
- Assigned schedule for bathrooms.
- Trash cans with lids or no touch.
- Signs for Hallways and rooms about wearing masks, washing hands, and social distancing.
- During playtime** children will be able to play 2x per week in another classroom. They will travel as a group with their teachers. Each room will be cleaned after use. Toys will be set aside to be cleaned before another class uses them.
- Toys will only be used by other classes when they are cleaned and disinfected after each use.**
- Health and hygiene curriculum/lessons/songs/books to be used as needed.
- Visitors will be restricted and no field trips or large group gatherings at this time. (Only essential personal will be allowed in the building. This may include a child's TSS or DART therapists. They will be screened before entering classrooms)**
- Limit sharing of materials** (Children will have their own art supplies for their classroom and to bring with them to the "yellow room").

### **Arrival and Dismissal Procedure:**

- All families in the 3 and 4 year old classes will use the car "loop" for drop-off.
- Temperature screenings will occur while your child is still in the car. **A child having a temperature of 100.4 or over will not be allowed to attend school.**
- An aide will assist your child out of the car and into the building, where their teacher will be waiting to take the class downstairs together.
- Each child will be required to turn in a **COVID health paper** until arrival. A visual assessment of your child will be done, to make sure your child is healthy to stay at school. If a child is not feeling well, please keep them at home to monitor symptoms. **(If your child has at least 2 or more of the following symptoms, they may be COVID positive. A Persistent cough, constant runny nose, body aches, fever, shortness of breath, headache, sore throat, fatigue, loss of**

**taste and smell, nausea or vomiting, or diarrhea). See Quarantine Guidelines for further information on exclusion from school protocols.**

-The 2 year old class will use the lower downstairs door. Parents will park along side the out driveway. (Please put your flashers on) You will then walk your child to the door. Upon arrival, the aide will screen your child and take their COVID health paper. After being screened the child will wait with their classroom teacher in the hallway for the rest of the class. At dismissal, parents are to meet outside the lower door. The teacher or aide will open the door and safely dismiss each child to their parent. (Parents are expected to stay socially distant while waiting and take their turn. Each child will be dismissed one at a time.)

-At Dismissal for 3's and 4's, families are to line up in the car "loop". Each child will be brought to their car.

**Mask/Face Covering Protocols:**

-All students and parents will need to have a face covering on upon arrival at school.

-Students and staff are required to wear a face covering when they can not social distance safely. **(Play time, traveling in hallways, arrival and dismissal times, some circle time activities)**

-Students will be given breaks from their face coverings at their table during snack and structure activities and during parts of circle time. (Possible plexiglas dividers will be on the table) The classrooms will also have a quiet area where one student may enter to take a break and be socially distant. Outside lessons are also recommended if weather allows.

-Students or staff are required to wear a face covering, however if they have a medical condition, cannot put take their mask on/off safely by themselves, or have special needs, they are exempt. No medical excuse is required according to state guidelines.

## **Monitoring Student and Staff Health (During Yellow and Green Phases)**

- Parents should report to Director any symptoms or confirmed cases.
- Teachers will complete temperature checks of students and visual assessments upon arrival. (Staff will also have temperature taken)
- Families will be required to complete a COVID Health paper upon arrival. (Staff will also be required to complete)
- If your child is sick with any illness, please stay home. Contact your child's doctor to relay any symptoms they may have. If your child would become ill at school he or she will be put in our isolation area with a staff member until a parent/guardian arrives. We will use the lower back door by the preschool for dismissing the child.
- If your child has at least 2 or more of the following symptoms, they may be COVID positive. **A Persistent cough, constant runny nose, body aches, fever, shortness of breathe, headache, sore throat, fatigue, loss of taste and smell, nausea or vomiting, or diarrhea and should be excluded from school and symptoms monitored.**

### **Quarantine Protocol: See also Flow chart attached.**

- If your child has at least 1 new symptom, they should not attend school for at least 24-48 hours. Symptoms must be improved to return and fever free 24 hours without medication. A child may be sent home if they exhibit these symptoms.
- If the Director receives notice of a positive case or possible exposure, the Health Department will be called immediately. Staff and parents notified via Remind and emails. The Health Department will then advise the school on further steps. Closure for a few days, those directly exposed should quarantine, others will monitor for symptoms. (1-5 day closures for cleaning and monitoring may occur)
- After two week quarantine, a child will need to be symptom free to return. This would be 10-14 days, depending on exposure, symptoms, or test results. (Fever free for 24 hours without meds). You may be asked for a doctor release or you may show a negative test result.
- If a child has been exposed to COVID, they will need to quarantine and if symptoms due not arise within 14 days, they will be able to return to school. Possible exposures need to stay home for 4 days and monitor for symptoms. These protocols will also apply to staff.

- If students or staff travel to a “hot” spot or another country, they must quarantine for two weeks before returning. Please check the Pa Health Department Website for hot spot locations. [www.health.pa.gov](http://www.health.pa.gov)

### **Considerations for Students and Staff (Yellow and Green Phases)**

#### **Vulnerable/High Risk Groups**

- Older staff members should assess their risk and determine when they should stay at home.
- Preschool is not mandatory and Parents should assess their child’s risks for attending. They should talk to health care provider, especially those who are at a higher risk. (Asthma or respiratory issues)
- Preschool and Church to stay informed with current Pandemic via Dept. of Ed and CDC/state health department.
- Those that are at a high risk are encouraged to not attend as needed.
- Staff should stay home when sick (PTO time is given to use for sick) Director and Board will monitor and adjust as needed. Board will work with staff with special needs or support. Extended leave, etc....
- Extra staff (floater with every session)
- Student and staff will provide their own face covering.
- Staff and students who can not wear masks/face coverings for medical reasons are exempt.
- There will be scheduled times for breaks of face coverings.

#### **Professional Development, learning materials for students, cleaning supplies**

- Professional Development materials will be provided as needed.
- Staff will use CDC/EPA recommended cleaning products for COVID-19.
- Extra masks will be on hand for staff and students. Gloves will be provided for staff
- Trash cans with lids
- Thermometers
- Learning materials of wearing masks and hygiene for students. (books and songs)

## **Administration Procedures**

- If the state or county enters the Red phase, MUM Preschool will close.
- If the school needs to temporarily close due to COVID 19 exposure at our building, MUM Preschool cannot refund or give partial tuition credits.
- MUM Preschool will commit to 1 month of academic support through educational packets, video story time, or online resources. (This will cover the 1 month tuition paid in advance. If tuition was paid in full or for several months, a refund will be then be provided)
- Frequent Newsletters about COVID-19 and reminders to being healthy and safe. (Post on FB and website)
- Posters and floor stickers for social distancing and hygiene will be posted throughout the hallways and rooms.
- Liability Form (Parents understand risks and have read guidelines)
- Staff support or issues related to COVID will be handled by Director/Board.