

COVID-19 ADDENDUM TO PARENT HANDBOOK
CONCORDIA PRESCHOOL 2021-2022

The following are policies in place at Concordia Preschool to comply with orders, mandates and declarations set forth by local and state officials regarding operating during the COVID-19 Pandemic. These policies are subject to change and supersede certain policies currently contained in the Parent Handbook.

Policies currently in the handbook that are affected or changed at this time:
Advisory Board Meetings will most likely be held via Zoom. If a parent would like something to be discussed, please go through your classroom representative, an Executive Board Member or ask to receive the zoom meeting link from the Director.

Daily Class Schedule-As parents will not be in the facility at this time and are therefore unable to read the communication board or view the posted daily lesson plan, teachers will send emails to parents listing and/or describing the daily activities.

Instead of back packs, teachers have asked that parents send their child to school with a tote bag or reusable shopping bag for ease of getting belongings in and out of the bag. The bag should be labeled with the child's name.

Lunch Bunch-Masks are required for students who stay for lunch bunch. Children will eat their lunch inside sharing tables with students from their class. Tables of students will be at least 3 feet apart. Eating will be followed by outside play activities. If weather does not permit outside play, children will play in the "big room".

Friday Specials-Children who are enrolled in the 3 and 4 year old programs may participate in Friday Specials. Masks are required.

Parent/Teacher Conferences will most likely be held in-person. You are able to have a virtual or phone conference if you prefer. Please convey your request to your teacher and a day/time will be set.

Arrival and Dismissal will now be utilizing a car line format (more detail to follow).
2s Parents may park and walk their child to the door of the facility.
Parents of 3 and 4 year old students who may be struggling with the car line should notify the director to discuss.

Healthcare Plan-Temperatures and other guidelines in place for COVID-19 will prevail any conflicting guidelines in this section.

The following is included in our written plan to address the prevention of and response to COVID-19. They are additional Health and Safety requirements developed with guidance by documents provided by the Office of Childcare Licensing (OCCL) and the Division of Public Health (DPH). If you have any questions about the information or Concordia Preschool's response, please contact the Director.

Mask Policy

Staff: Our staff members are mandated to wear masks. They must cover the mouth and nose. They may wear a clear face shield in addition to the mask if they choose. Teachers are allowed to take the mask off when outside.

Students: Following the state and CDC guidelines, masks for preschoolers are strongly recommended but NOT required. If you want your child to wear a mask at school, you must attach it to a break-a-way lanyard. This enables it to always stay with your child even when they take it off to eat or play outside.

Parents: Please have your mask on when dropping off and picking up your child as you will need to get out of your car and will be in close proximity to a staff member. Please make sure your mask covers your mouth and nose.

Arrival/Drop Off and Screening Procedures

*If you or any member of your family is sick, please keep your preschooler home.

Daily Car Line

Because we are limiting adults who are not staff members in the facility, we have developed a car line system. We will begin the car line at **8:50** am each day and have two car lines daily for drop off and pick up. The upstairs classrooms will use the church entrance, and the downstairs classrooms will use the preschool entrance by the big rock. You will receive a laminated card with your child's name on one side. You should tape this to your passenger window with the name facing out so we can see who is arriving or needs to be picked up. On the opposite side of this card is a brief medical questionnaire that you will self administer each day for your entire family.

The drop off will work like this: follow the car line and pull up to the entrance. You should get out of your car and get your child out of his/her car seat. A staff member will confirm that your family is healthy and give your child a dollop of hand sanitizer. Your child will enter the building where an assistant teacher will walk him/her to the classroom.

We ask that you send a tote bag (**not** back pack) for ease of teacher reaching in quickly for items coming to school or to pack with projects and papers going home. Please label it clearly with your child's name. This bag should come to school at the beginning

of the week and will be sent home at the end of the week with all the papers and projects made during the week.

The pick up line will begin at noon. Please have your card on the window and a staff member will walk your child to your car. You will need to get him/her into the car seat.

Arrival Screening

Caddies with touchless thermometers, gloves, hand sanitizer and disinfectant wipes are kept at each entry door. While we will no longer do a temperature check for all students at the door, we will do a quick assessment by sight looking for flushed cheeks, rapid breathing, difficulty breathing, fatigue or extreme fussiness. If needed or requested, we will take a child's temperature. Temps should be below 99.5. If they are above 99.5, a discussion is had to see if there is an underlying cause. We will monitor throughout the day. If temps are 100.4, the staff member or student is sent home.

The verbal questionnaire/screening will no longer be done at the door, however, we do ask that you complete this daily for each member of your family. Records do not need to be presented or kept. The questionnaire is as follows:

Do you have any of the following symptoms: fever, cough, shortness of breath/difficulty breathing, chills, repeated shaking with chills, muscle pain, sore throat, vomiting, nausea, diarrhea, headache/congestion/runny nose with no known underlying cause (such as allergies), fatigue or new loss of smell or taste.

If NO, continue down the list.

If YES, see if symptoms have a known cause (asthma or sinus infection, etc.) Whether to include or send home may be determined by a Concordia staff member.

Staff and preschool families should also consider if they or their child have been in close contact (e.g., within 6 feet for more than 15 minutes) with a person with confirmed COVID-19 infection?

If NO, the staff member or child may be admitted into the facility.

If YES, an unvaccinated person (your young child) will be required to stay at home and quarantine for 10 days from the time they were exposed to confirmed COVID-19.

Quarantine can be shortened to 7 days if they receive a negative test on or after day 5.

Quarantine is never less than 7 days.

Fully vaccinated individuals should test 3-5 days after exposure even if they don't have symptoms. They should wear a mask around others until a negative test result or for 14 days without a test. Fully vaccinated people do not need to quarantine unless they have symptoms.

If a student or staff member has a fever of 100.4 or higher-

He/she is symptomatic and considered at risk for COVID-19 exposure. The staff member or child may not be admitted to the facility and should consult a health care professional for further guidance and/or obtain a COVID-19 test. The staff member or child should not return until a health care provider has provided a return to work/child care document.

If a COVID-19 test was taken and a positive result was returned, the staff member or student should isolate at home. At least 10 days must have passed since symptoms first appeared, including at least 24 hours fever free without the use of fever reducing medications and improvement in symptoms has occurred, before returning to work or child care. A health care provider or the Division of Public Health can provide a letter stating that the individual has been released from monitoring to the patient.

If a COVID-19 test is performed with a negative result, the individual should consult their health care provider to determine if the situation warrants continuation of isolation. The student or staff member must provide our school with a return to work/child care document from the health care provider to allow them to return in this situation. It is important to note that a negative test is relevant for the point in time at which the test was taken. It does not mean the staff or student will not develop COVID-19 in the future.

If at any time a doctor confirms the cause of the staff member or child's fever or other symptoms is NOT COVID-19 and provides them with written documentation of approval for them to return to work or child care, then we will follow the appropriate DELACARE Regulations.

Stable groups and Social Distancing

Concordia Preschool maintains class rosters of the same children and staff members each day they attend and is therefore already achieving the stable group recommendation. The class travels as a group to gym, music and outdoor activities.

Concordia students participating in after school activities (lunch bunch and Friday Specials) are required to wear a mask.

Any visitors or contractors completing facility work should wear face coverings when in our facility.

Sanitation and Cleaning Practices

Concordia does not have sinks in the classrooms. Staff and students should wash hands in the hallway bathroom using soap and water for at least 20 seconds. Paper towels should be used to dry. Hand sanitizer is provided and should be used in addition to, but not in lieu of, hand washing. Hand washing should occur often and in accordance to DELACARE regulations.

Snacks will continue to be provided by the preschool and will follow the snack schedule provided to OCCL. Snack is distributed by the preschool staff onto a disposable napkin. In addition, the staff will provide water to students whenever they ask utilizing bottled water and disposable cups. While the water fountain will be sanitized each night by the cleaning crew, its use is discouraged.

The Director has met with the cleaning crew, System 4, to define what they are cleaning and disinfecting, how often, and what products they are using. The outline of their responsibilities can be found in the church office. They are responsible for all areas of the building except for the classrooms.

Staff will sanitize all hard surfaces at least twice daily. All frequently touched surfaces such as door knobs, light switches, faucets, etc., will be sanitized frequently throughout the day. Toys that are mouthed by the children will be placed in a separate container until they can be sanitized.

Staff will continue to clean the tables using soap and water followed by bleach and water solution. The bleach and water solution will be made each morning following DELACARE guidelines. Disinfecting at the end of the day will be completed with an approved product from the CDC website and applied accordingly. When the classroom is cleaned, sanitized and disinfected, the classroom will be locked to ensure that no one enters the classroom and it remains ready for the following day. Trash cans will be placed outside of the room and will be emptied by the cleaning crew.

Sand and water play are allowed with hand washing before and after the activities . We have purchased individual cans of playdoh, so each student will have his/her own. It will be kept in a labeled pouch or box along with other individual art supplies.

The majority of stuffed animals and dress up/costumes have been removed from the classrooms until further notice as they are not easily cleaned and sanitized. Any other dramatic play props such as sunglasses, goggles, phones , etc., that commonly touch the face have also been removed. Classrooms will not share toys with other groups unless they are washed and sanitized before moving from one group to another.

All student belongings should be labeled and kept in the student's cubby. Each cubby should be cleaned/sanitized/disinfected at the end of the day along with the other classroom equipment.

All toys will be cleaned at the end of each day following the CDC recommendations. Toys that cannot be easily cleaned and sanitized will not be used.

All cleaning products are to be kept out of reach of children.