

Health and Safety Plan for COVID-19 for Westminster's Preschool – Spring Semester 2021

Overview:

The purpose of this document is to create policies and procedures for the reopening and running of Westminster's Preschool. It is designed to foster the overall health and safety of the children and staff members and is based on the most up-to-date guidelines available at this time. The information presented is based on the documents listed at the end.

Schools are fundamental for providing children with academic instruction, social and emotional well-being, safety, physical/speech and mental health and opportunities for physical activity. Our Preschool also institutes religious opportunities to support the spiritual health and well-being of the children.

These school policies and procedures must also consider the following principles:

- It's critically important to be able to develop policies and procedures that can be revised and adapted depending on the level of COVID-19 transmission in the preschool and throughout the community. Adaptations must be done with close communication with state and/or local public health authorities and recognize the difference between the decisions that are made for different entities (church, public school systems and the preschool).
- Policies and procedures should be practical, feasible and age appropriate for the developmental skills of a preschool-age child.
- Policies and procedures should also take into account the needs and abilities of the staff members who will be carrying out these policies and procedures.
- The administration of the preschool must be willing and able to make changes to the policies and procedures if administering a policy is just not working. These changes must be acceptable to the governing bodies of the church, the Preschool's Board of Directors, and the Preschool families.
- No child should be excluded from preschool unless required in order to adhere to local public health mandates or because of unique medical needs.
- Based on currently available information and clinical expertise, older adults and individuals of any age, who may have a serious underlying medical condition and who might be at a higher risk for severe illness from COVID-19, should consult with their physician before agreeing to work or attend the Preschool. For this reason, all individuals will be asked to sign a **Waiver Form** releasing Westminster Presbyterian Church and Westminster's Preschool from any undue harm.

Color Code Responsibilities

Black font	preschool
Red font	families/children
Blue font	staff
Green font	custodial/church

Identification of “pandemic coordinator” or “pandemic team”

- Chester County Health Department will serve as a resource/consultant of schools – point of contact: Jeanne Casner, MPH, PMP – County Public Health Director
- Leader from the Preschool: Jackie Steinmetz – Preschool Director
- Assistant Leaders from the Preschool: Jen Zarelli – Administrative Assistant and classroom teacher
Sue Spotts – Administrative Assistant
- Preschool staff members
- Westminster Presbyterian Church: Don Lincoln, Senior Pastor, Gerry McShane, Church Building Administrator, Donna Harrison and Karen Randel, financial advisors, Building Reopening Task Force members, and members of the Westminster’s Preschool’s Board of Directors.

Preschool Administration responsibilities

- Establish and maintain COVID-19 Health and Safety Policies and Procedures
 - Update information in accordance with the Chester County Health Department
 - Update information on the website as frequently and consistently as possible
- Train all staff members on COVID-19 Health and Safety Policies and Procedures
- Maintain communication with the church
- Establish financial procedures with Donna Harrison and Karen Randel
- Work with administration assistants to establish job responsibilities
- Develop office usage protocols
 - Develop cleaning protocols for shared office equipment (using a disinfectant wipe on the copy machine, telephone, paper cutter)
 - Develop a new plan for distributing memos to the staff to try to keep as many individuals out of the office as possible.
 - Limit the number of teachers at one time who are checking out books from the office library
- Establish communication channels with state and local emergency responders, health officials and government representatives (Office administration must follow the procedures as written on the Exclusion From and Return to School Requirement form to inform the appropriate agencies.)

Health Policy Procedures Documents (located on pages 15-

Waiver Form - page 15

Daily Screening for Student and Staff Members // Return to School Policy - page 16

Close Contact/Potential Exposure Policy //Return to School Policy - page 17

Close Contact Notifications for COVID-19 (staff or family form) page A-9

Diagnosis of Positive case of COVID-19 // Return to School Policy - page 18

Travel Policy // Policy for Reporting Absences - page 19

Class Closures // School Closures - page 20

COVID -19 Report Form (This form is completed and filed to CCHD by the Preschool) - page 21

Staffing

- Communicate openly and frequently with all staff members about changes to the policies and procedures
- Protect, support and inform staff as promptly as possible of any situations that would affect their health and welfare.
- Develop a thorough staff training plan that include training of new expectations, policies and procedures
 - Review and revise staff employment agreements (job descriptions) to adhere to the new COVID-19 Health & Safety Policies and Procedures for the Spring Semester 2021
 - Review and change Job Offers to reflect compensation policies
 - If a staff member has to quarantine due to being infected by COVID-19 while performing his/her duties in the classroom, the staff member is entitled to take one-week COVID-19 paid time off and one week of paid personal time. If additional time off is necessary, those hours/days would be unpaid.
 - Discuss with the staff the importance of maintaining strict health practices during their personal lives outside of the preschool for the collective health of all the other staff members and children.
- Monitor and plan for staff absenteeism
 - Have an adequate supply of trained and available substitutes

Health Policies

- No adults except for the staff will be allowed in the preschool area while the children are present.
- All adults must wear face coverings (mask and/or shield) at all times while on school property.
 - The preschool will provide disposable masks for the staff; however, they are permitted to wear masks of their own preference.
 - Fabric masks have to be washed regularly (Staff members will be required to do this on their own.)
 - Non fabric masks must be changed regularly and discarded after use
 - A face shield will be provided for each staff member. The use of these shields is not required but recommended.
 - Extra adult-sized disposable masks will be available at all times.
- Students have to wear masks at all times
 - All masks provided by the parents must be washed before being used again or use disposable child-sized masks.
 - Parents must provide several extra clean masks for their child each day.
 - The Preschool will maintain a supply of child-sized disposable masks that will be available at all times.
 - Staff members should help the children with coughs and sneezes even though the children will be wearing masks.
- Practicing Social Distancing
 - Only staff members, students, and specialized education instructors will be permitted in the preschool area.
 - All individuals must adhere to the health screening
 - Exceptions may be made for the welfare of particular children but they must also wear a mask and be subjected to the same health and safety procedures being used by the staff, and must be approved by the Preschool Director
 - Arrival and dismissal will be done using a car line
 - Each family will be issued a color-coded sign with their child's name on it that must be displayed at the car window so that a staff member can go get the child.
 - One staff member stays with the children in the class while the other one is escorting the children to their cars. (Children in the classrooms must be ready to go immediately.)
 - Class sizes will be ten children a teacher and a teacher's aide/classroom.
 - Students and staff members must remain in their classrooms (cohort) all morning long, with exception of bathroom times, playground or indoor recess times for the entire morning.
 - Each class will have a designated time for using the bathroom,
 - Physical contact between the staff, students and other students should not include physical contact like handshakes, fist-bumps, high-fives.
 - No hugs can be given if they include physical contact. The staff members will do their best to limit the amount of physical contact between the children but sometimes this is not possible.
 - The staff members must help the children to maintain a six foot distancing guideline as much as possible.
 - During circle time, some children could sit on the floor using the colored floor dots and others on chairs close to the rug.
 - When walking in a line, the children and staff should try to practice social distancing by using airplane arms or any other method the staff deems necessary and easy for the children to understand and practice.

- No more than two children can use the bathroom at a time. The remaining children of one gender must sit on a spot along the opposite hallway wall so they can be supervised.
 - When all children are done, the handles for the sink and toilet/urinals should be wiped with a disinfectant swipe and the air sprayed with Lysol.
- Each class will have a designated time for being on the playground
- There can be no-co-mingling of the children in different classes in the hallways when waiting to come from or go back to their own classroom.
- If in-door recess will be allowed in the multipurpose are, there will only be a limited amount of supplies available and they should not be shared unless they can be disinfected after each use.
- If a child has to be taken separately to the bathroom by someone in the office and there is another group of children in the bathroom, the child can be taken to room 443 (church childcare room) where there is an individual toilet and sink. When the child is finished, the sink and toilet handles should be wiped with a disinfectant wipe and the room sprayed with Lysol.
- Individual class schedules will be developed to allow for adequate arrival and dismissal times, playground times, indoor recess times, and bathroom times.
- If two classes must occupy the multipurpose areas at the same time, the staff members must practice safe social distancing of the two classes. For example, if a class has indoor recess and is playing a game and another group is scheduled to use the bathroom, the staff members must try to keep the children at least six feet apart or use the back hallway near the staircase.
- While working and playing in the classroom,
 - The staff members must work with one or no more than two students at a time maintaining a safe distance and try to use the face shield or tabletop shield.
 - When playing in the classroom, the children should be encouraged to play with one toy at a time and by themselves if at all possible.
- Establish healthy hand behavior:
 - All individuals must practice these procedures for washing hands during these times:
 - Arrival to the facility
 - 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
 - Before and after using shared toys/equipment (classroom, playground, indoor recess)
 - After handling trash or diapers
 - Hands should be washed with soap and water for at least 20 seconds. (Staff must supervise and assist the children, if necessary)
 - Hand sanitizer (with at least a 60% alcohol content) may be used if hands are not visibly dirty
 - A wall-mounted hand sanitizer unit will be installed in each classroom.
 - Children must be instructed and supervised when using hand sanitizer so they do not put it in their mouth
- Snack Time
 - Snack time will be eliminated during this time period
 - Teachers will not provide for the eating or making of any food in their lesson plans during this time.
 - Children will need to bring an individual water-filled bottle labeled with their name
 - These bottles can be re-filled by a staff member, if necessary.
 - Set times will be determined by the staff members.
 - If the children do not bring a water bottle, they will be offered water in a disposable cup.

Process for monitoring students and staff for symptoms and history of exposure:

- **Children:**
 - Parents must evaluate their children at home using the **Daily Home Screening for Students** form
 - They will be asked daily upon arrival if their child has exhibited any of the symptoms listed in section 1a and 1B of the **Daily Home Screening for Students** form.
 - Each child must submit to a temperature check with a no-touch thermometer
 - While the temperature is above 50*, the temperature will be taken before they are taken from their car during carline.
 - If the temperature is below 50*, the temperature will be taken in the car and also in the classroom after the child's body has acclimated to the temperature of the air.
- **Staff members**
 - Staff members must evaluate themselves at home using the **Daily Home Screening for the staff** form
 - They will be asked daily upon arrival if they have exhibited any of the symptoms listed in the **Daily Home Screening for Staff** form.
 - Each staff member must submit to a temperature check with a no-touch thermometer
 - While the temperature is above 50*, the temperature will be taken immediately as they enter the building.
 - If the temperature is below 50*, the temperature will be taken in the classroom after the staff person's body has acclimated to the temperature of the air.
- On-site screening during the day: student and/or staff members' temperatures will be taken as needed during the day
 - The device must be wiped with a disinfectant wipe when done.

Quarantine room

- Location is the first half of room 437 (Previously used as the Center's Room)
 - This will be in the first half of room # 437
 - All toys and equipment will be moved to the other half of room 437 except for the supplies in the closets.
 - Floor mats or chairs will be provided for the child and the administrative person
 - Medical supplies for evaluating the student or staff members will be available.
 - Access to telephone communication will be available with the room phone or a cell phone.
- Establish procedures to be practiced for taking individuals with symptoms to the quarantine room.
 - Staff members observe visual signs of illness: flushed cheeks, lack of smell or taste, headache, cough, shortness of breath, difficulty breathing (without recent physical activity), congestion, sore throat, muscle pain, nausea or vomiting, diarrhea, fatigue, or extreme fussiness.
 - Staff members contact the preschool office by the phone in the classroom indicating her concerns so that someone from the office can meet her there.
 - Staff member or student who exhibits symptoms is taken to the quarantine room.
 - If the individual is a staff member, adequate adult coverage for the classroom must be maintained with the floater or preschool office staff member.
 - The staff member or child is evaluated by the Preschool Director (Administrative support person) using the following procedures:
 - Ask the individual to sit on a chair or mat
 - Put on adequate personal protective equipment (PPE): face shield, rubber gloves, and gowns (only if extensive contact with the child is anticipated)
 - Stand behind a physical barrier (plastic window partition) to protect the evaluating person's face and mucous membranes from respiratory droplets that may come from sneezing, coughing, or talking
 - Take a visual inspection of the individual for signs of illness (see symptoms on **Daily Health Screening**)
 - Conduct a temperature screening (try to stay behind barrier), when finished taking the temperature, wipe the thermometer with an alcohol wipe
 - If symptoms prove legitimate, make provisions for being able to send the individual home or, if emergency care is needed, call 911
 - The child's emergency contact person/people must be notified immediately (phone call, text, email – use any/all measures to get the child picked up asap)
 - When the parent arrives, provide information about the symptoms observed by complete the **Daily Health Screening form**. (Make a copy and send one home with the parent and keep the other copy for the child's personal file.
 - Provide specific written **Instructions for Symptomatic Individuals** (attachment #)
- Disinfecting the quarantine room once it is empty
 - The mat, chair or any other furnishings that the sick individual touched must be cleaned and disinfected
 - If blankets were necessary, they must be placed in a plastic bag when the child leaves and washed in a washing machine asap
 - The room should be disinfected once all the children have been dismissed for the day
- Classroom mitigation
 - With discretion from all adults involved, the staff members and children may move to another classroom that is not being used that day, to continue their morning activities.

- If they decide to continue to stay in the classroom, at their earliest convenience (bathroom time or playground time), the class room furniture and equipment should be wiped down with disinfectant solution and the air sprayed with Lysol.
- The educational materials must be cleaned and disinfected by the staff.
- The furniture and furnishings (light switches, door handles, countertops, sinks, windowsills, etc.) must be cleaned and disinfected by a custodian during after school hours.
- Every effort should be made to not use this room for another 24 hours, if possible

Preschool will provide the following supplies:

- Personal Protective Equipment (PPE): masks, shields, gloves, and gowns
- Cleaning, sanitizing and disinfecting supplies: bleach, dishwashing soap, tubs, mesh bags for every classroom
- Screening tools: thermometers
- Furniture: change table configurations in classrooms to allow for better social distancing
- Physical barriers: protective shields on tables to isolate staff members and children
- Signs for entry doors indicating no visitors in the building
- Car signs for each student.
- Toys and equipment in manageable containers (smaller amounts for easier cleaning and disinfecting)
- Craft supplies:
 - For use by the teacher and children in the classroom
 - Shared supplies (stampers, dot markers) must be disinfected before being used by another class.

Families will be asked to provide:

- Filled water bottle with child's name clearly marked EVERYDAY
- Pencil box for their child with these supplies (every item needs to be labeled with child's name or initials): pencil, pack of broad-lined markers, box of 24 crayons, glue stick (medium-sized), bottle of glue (medium-sized)
- Container of tissues, baby wipes, disinfectant wipes
- Backpack
- File folder to carry any projects or paperwork

Setting up the classrooms to provide for COVID-19 restrictions

- Teachers will decorate the classroom with minimal decorations in order to preserve the ability to disinfect the environment as easily as possible.
- Large carpets will be removed
- Smaller carpets will be used on the floor for playing with toys
- Short barriers will be used on the floor to try to separate the children.
- Sitting spots will be used on the floor for social distancing during circle time, games, forming a line, preparing for dismissal
- Each classroom will have three rectangular tables with table dividers and enough chairs for 10 children.
- Each classroom will have a kidney-shaped table with a shield so that the teacher can work with a maximum of two children at the same time. A teacher chair and two child-sized chairs will be at this table.
- Each classroom will have a trashcan that is open so it does not have to be touched for disposing of items
- Each classroom will have an easel. It has to be wiped down with a disinfecting wipe after each use.
- Each classroom will have a shelving unit for storage of cubbies and individual pencil boxes.

Building/room usage

- The Preschool will only use the classrooms, playground and multipurpose area in the lower level of the Heckert Building.
- The Preschool will not use the church's front entrance for drop off. All of the children will be dropped off and picked up at the Preschool entrance.
- The classes will not use room 437 for Learning Centers. This room will be used as the quarantine room.
- Staff members and children will remain in their designated classrooms, with the exception of bathroom and playground time.
- Chapel Time in the chapel will be eliminated.
 - A weekly Bible story will be distributed to the teacher for discussion.
 - Religious education will be conducted in the classroom by the teacher.
- Outside vendors will not be scheduled (i.e.: music classes, storytellers, magicians, soccer shots, dental hygienist, etc.)

How building use will affect the families/parents

- Parents will not be allowed into the building for drop off or pick up of their child unless previously discussed with the Director of the Preschool.
- All activities where parents would normally be invited into the building to help with or participate in will be eliminated.
 - Graduation and end-of-the-year celebrations will be considered if social distancing is possible
- All of the children's belongings (backpack, coat, hats, gloves) will be placed in separate large reusable bags as they arrive
 - These bags will be labeled with the child's name and remain at the preschool.
- Individual Parent-teacher conferences will not be scheduled unless the teacher finds a concern that needs to be discussed.
 - These conversations will be done by phone or zoom.

Procedures for cleaning, sanitizing, disinfecting, and ventilating spaces used by the staff and students

Custodial Expectations

- Have adequate supplies AT ALL TIMES to support healthy hygiene behaviors: soap in the soap dispenser and working dispensers, hand sanitizer (with 60 % alcohol), paper towels, tissues, disinfectant wipes, and toilet paper
 - A daily cleaning checklist will be posted in each classroom, bathroom and the kitchenette.
 - After cleaning, the custodian in charge must check off all duties that are required and sign it thus creating accountability.
 - If the assigned custodian is unable to work, it is the church's responsibility to provide a substitute.
 - All the above names cleaning supplies will be ordered and paid for by the church.
- Classrooms
 - All furniture must be sanitized/disinfected EVERY NIGHT (tables, chairs, countertops, light switches, sinks, faucets, doorknobs, floors and bathrooms (if applicable))
 - Floors dry and wet mopped.
 - Trashcans should be emptied EVERY NIGHT. (Must remove the plastic bag and replace it with a new one.)
- Bathrooms:
 - During the day:
 - Staff members must take a disinfectant wipe and wipe the faucets and flushing devices when their class is finished in the bathroom
 - At night: all classroom and main bathrooms must be cleaned every night
 - Toilets cleaned and flushing devices wiped with a disinfectant wipe
 - Sinks cleaned and faucets wiped with a disinfectant wipe
 - Floors swept and wet mopped
- Kitchen (each night)
 - Sink cleaned and faucets wiped with a disinfectant wipe
 - Floors swept and wet mopped
- Ventilation of the rooms
 - Ensure HVAC system operates properly.
 - Maintain temperatures in the classrooms.
 - Only open the windows if absolutely necessary
- Discontinue the use of the public water fountain

Preschool staff cleaning expectations

- Toys and equipment
 - All cloth toys must be eliminated – including dress up clothes, puppets and dolls
 - The use of playdough must be eliminated unless an individual bag of playdough designated for each child can be maintained. Individuals cutting utensils must be cleaned after each use.
 - The use of sand tables must be eliminated.
 - All toys brought into the classroom from the storage areas must be wiped with a disinfectant wipe or disinfected at the end of EVERY day.
 - All small toys must be sanitized at the end of every school day.
 - Put items in separate mesh bags and soak in chlorox water for 10 minutes. Let drip dry overnight. Some can be placed in the dishwasher and removed to hang dry overnight.
 - Items that might accidentally have been contaminated or put in a child’s mouth should immediately be put in a “Wash Me” bin.
 - The “Wash Me” bin should be filled with water, dish detergent (squirt) and Clorox (capful) (For example, the food for the kitchen.)
 - The items in this “Wash Me” bin can be rinsed and air dried overnight.
 - If an item cannot be sanitized, it must be left for seven days before being used again. (For example, a Bingo game, a cardboard puzzle) Bring these toys to room _____ and label with a postal note indicating the day it was used.
 - Each teacher/classroom should use a different bag of books for each class day
 - These books should be labeled with the teacher’s name and the date used and left in room _____. After seven days, they can be used by another teacher.
 - Staff must remember when using electronic devices (iPads, classroom telephone, copier, and office computers), the device must be wiped with a disinfectant wipe when done.

Communicating with the families prior to opening

- **Brief Statement of Health and Safety Procedures for COVID-19** that will accompany the registration so that the families are aware of the basic enrollment guidelines and procedures
- **COVID -19 Health and Safety Plan for Westminster's Preschool – Spring Semester 2021** posted on the church's website under the link to the preschool prior to the opening date.
- A **virtual detailed informational meeting** will also be provided to the families prior to the child starting in his/her class. The information provided at this meeting should include but not be limited to:
 - **Waiver Form** that also must be signed prior to the staff member or child being allowed to participate in a class.
 - **Daily Screening form for students and staff members // Return to school policy**
 - **Close Contact/Potential Exposure Policy //Return to School Policy**
 - **Positive case of COVID-19 // Return to School Policy**
 - **Traveling policy**
 - **Reporting of Absences Policy**
 - **Closure policies**
 - **Class closure**
 - **School Closure**

Communicating with the families after the Preschool has opened

- If a child or staff member goes home sick, each member of the class will be informed by email and with a written form in the child's backpack.
- A Daily Happenings paper will be written by the classroom staff every day and sent home in the backpack.
- IT IS VERY IMPORTANT TO CHECK YOUR CHILD'S BACKPACK EVERY NIGHT.
- Remind families to frequently read and refer to Westminster's Preschool's Health and Safety Policies and Procedures (available on the website at www.westminsterpc.org/LEARN/Preschool) if they have questions about how the Preschool is addressing certain situations.
 - These policies will be updated as needed
 - When a policy is changed, the families will be informed of a specific change through the class emails.

Westminster's Preschool

Parent Waiver Form

I _____, the parent of, _____, willingly agree to permit the staff members of Westminster's Preschool to work with my child(ren) while he/she/they is/are in attendance at Westminster's Preschool.

I release and hold harmless, the staff members of Westminster's Preschool and Westminster Presbyterian Church for any illness or accidents that may happen with my child (ren) while under their care, including COVID-19.

I expect these staff members to use their best judgement in teaching and caring for my child (ren) while he/she/they is/are at the Preschool.

I also expect the staff members to keep themselves as safe and illness-free as possible while working with my child (ren).

Likewise, Westminster's Preschool expects the parents to maintain a high standard of health and safety protocols with their child (ren) while the child (ren) is/are not at the Preschool to insure the health and safety of the other children and staff members in the school.

Parent signature

Date

Daily Screening for Students and Staff Members

Return to school policy

Please complete this short checklist each morning before you come to school.

If you meet any of the following criteria, you may have a possible illness or COVID-19. These symptoms decrease your ability to learn or work in a classroom and also put you at risk for spreading illnesses to others.

Symptoms (group 1) (Considered symptomatic if you have at least **one** of these. DO NOT come to school.)

- Lack of smell or taste without congestion
- New uncontrolled cough that causes difficulty breathing (for children or staff with chronic allergic/asthmatic cough, a change in cough from baseline)
- Shortness of breath

Symptoms (group 2) (Considered symptomatic if you have at least **two** of these. DO NOT come to school.)

- Elevated temperature/fever (oral above 100.4*, Axillary/temporal above 99.5*)
- Sore throat
- Nausea, diarrhea, vomiting, and/or abdominal pain
- New onset of severe headache, especially with a fever
- Chills, muscle pain, and/or fatigue
- Congestion or runny nose

Return to school policy for above symptoms

- Check with your physician to see if you need to be tested.
- If indicated by your doctor, get tested for COVID-19.
- While you are waiting for test result, you must quarantine from the school
- **If test result is negative:**
 - If no alternative diagnosis is known and the individual is symptom-free without medication, the individual may return to school within 24 hours.
- **If individual is not tested,**
 - 24 hours fever-free without medication **and** improvement in symptoms, and **14 days since symptoms appeared**
- If individual is using medication to treat or suppress a fever, he/she should not come to school until 24 hours medication-free
- **If test result is positive:**
 - **With symptoms:**
 - 14 days since symptoms first appeared,
 - 24 hours with no fever with using fever-reducing medication
 - Improvement in symptoms
 - **Without symptoms:**
 - 14 days after the test was collected and indicated positive.
 - If symptoms develop during the 14 days of quarantine, follow the directions in the **with symptoms** above and add another 14 days from day of onset of symptoms

Close contact/Potential Exposure Policy

Return to school policy

Close contact/potential exposure (You should stay home if at least one of these.)

- Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19. (Refer to **Close Contact Notifications for COVID-19** (Attachment #4))
 - Watch for symptoms (fever, cough, shortness of breath, loss of taste or smell, or other symptoms of COVID-19)
 - Call healthcare provider to discuss symptoms.
 - Get tested for COVID-19: Chester County Health Department recommends all close contacts get tested when they begin showing symptoms or get tested 7 days after exposure for those who don't show symptoms. **Do not get tested before 7 days or the test may show a false negative**
 - **Quarantine while waiting for test results.**
- **Return to school policy**
 - Close contact with positive test result:
 - Quarantine for 14 days **and** 24 hours fever-free without fever-reducing medication **and** symptoms have improved
 - Close contact with negative test result
 - Quarantine for 14 consecutive days from date of exposure
 - Even if individual feels healthy, you must stay home. Symptoms are known to appear from 2-14 days after exposure to the virus.
 - Individual cannot "cannot be released" from quarantining with a doctor's note.

Diagnosis of Positive Case of COVID-19

Return to school policy

- **You are notified you have a positive case of COVID-19**
 - Report the date they received the positive test result to the Director of the Preschool
 - Report the date of when they became symptomatic to the Director of the Preschool
 - Individual completes the **Coronavirus COVID-19: CLOSE CONTACT NOTIFICATIONS FOR COVID-19 form** and submits it to the Director of the Preschool immediately. Copy or scan the completed form and email to the preschool
 - The Director of the Preschool informs the Chester County Health Department
 - The Director of the Preschool informs all the close contacts related to the Preschool ASAP.
 - The CCHD recommends that all close contacts get tested 7 days after exposure, or if you notice symptoms.

- **The staff member or child should**
 - Stay home for 14 days from date of last contact
 - Stay away from others, especially people who are at higher risk for getting very sick from COVID-19
 - Watch fever (100.4°F), cough, shortness of breath, and other symptoms of COVID-19 and contact personal health provider when serious or think you may need further/hospital care.

- **Return to school policy**
 - Must quarantine for a full 14 days (Individual “cannot be released” from quarantining with a doctor’s note.)
 - Must be 24 hours fever-free without fever-reducing medication
 - Symptoms must be improved and individual must feel well enough to be at school for the entire school day
 - Individual “cannot be released” from quarantining with a doctor’s note.

Traveling Policy

Rules for Travel history out of the state of Pennsylvania and COVID-19

- **Without symptoms:** individual older than 11 must have a negative COVID-19 test within 72 hours of arrival into Pennsylvania or quarantine for 14 consecutive days upon entry into Pennsylvania.
- **With symptoms:** Individual must quarantine at home, get tested for COVID-19, quarantine at home while waiting for test results, follow guidelines for a positive or negative test. If the individual chooses not to get tested, he/she must quarantine for 14 consecutive days, be symptom-free without medications, and be feeling well enough to be in school.

Policy for Reporting Absences

- **If a child or is going to be absent, you must call or email the Preschool/Director every time (preschool@westminsterpc.org) you expect to be absent.**
- **Staff members must call or text the Director to report an absence.**
- When calling, the you must indicate the reason for the absence – illness or injury, symptoms, or personal/vacation time.
- If the child or staff member is sick, you must seek further guidance with the primary care physician to determine if the symptoms might indicate a possible COVID-19 infection and follow all the guidelines for the **Return to School Policy**.
- Students or staff members who are symptomatic or who have been in contact with a positive COVID1-19 case should quarantine for a minimum of 10 consecutive days. This is accordance to the regulations set by the Chester County Health Department.
- **Chester County health Department mandates that each suspected or positive case be reported using the COVID-19 Report form.**
- Families are required to pay monthly tuition during the quarantine.
- If the family decides to withdraw the child, they must give two weeks paid tuition notice.

Class closure

- **If a child or staff member tests positive for COVID-19 within 48 hours of being present at the preschool**
 - The staff and all the children must quarantine for 14 days and must follow the procedures for returning to preschool
 - All individuals must follow the procedures for **Close contact/potential exposure policy**
- **If a child or staff member tests positive for COVID-19 but has not been at the preschool for 48 hours**
 - The staff members and children must continue to monitor their health conditions
 - The classroom and all materials should be thoroughly disinfected. The classroom should be closed off for 24 hours.
 - The staff members and children may return to preschool but use a different classroom for the first 24 hours.

School closures

- The limits for the number of positive cases allowed before closing a school is based on the size of the school
 - Westminster's Preschool is considered a small school (less than 500 students)
 - If there are 2-4 cases during a 14 days rolling period, the school must close for 3-7 days, the entire preschool must be disinfected, and contact tracing must be complete
 - If there are 5 or more cases during any 14 days rolling period, the school must close for 14 days, the entire school must be disinfected, and all contract tracing must be complete.
 - The Preschool will be monitoring the number of cases EVERY day. This is why it is so important that you report why your child is absent.
 - If we are forced to close, we may have very little time to provide notice to the families.
 - Related to this issue, staff shortages and the need for adequate substitutes, is crucial in keeping the school open. We will make every effort to try to keep the Preschool open.

Supporting Documents

Attachment #1	Brief Statement of Health & Safety Procedures for COVID-19
Attachment #2	Instructions for Symptomatic Individual – short form
Attachment #3	Instructions for Individuals with Close Contact – short form
Attachment #4	School Response to COVID-19 – Symptom Assessment
Attachment #5	10 Things you can do to manage your COVID-19 symptoms at home
Attachment #6	School Response to COVID -19 – FAILED HEALTH SCREENING
Attachment #7	School Response to COVID-19 – SYMPTOMS PRESENTING
Attachment #8	School Response to COVID-19 – POSITIVE TEST REPORTED
Attachment #9	School Response to COVID -19 – CLOSE CONTACT REPORTED
Attachment #10	Close Contact Notifications for COVID-19

The following agencies were used in developing the guidelines in this document:

The Chester County Health Department: Coronavirus COVID -19 school guidance document (dated 6/19/2020),

The American Academy of Pediatrics (dated 6/25/2020),

The Guidance for Childcare Programs that Remain Open: Coronavirus Disease 2019 (COVID-19) (dated 4/21/2020),

SPARC - Summer Programs and Auxiliary revenue Collaborative (6/2020),

The PA Department of Education Preliminary Guidance for Phased reopening of Pre-K to 12 schools (dated 6/3/2020). West Chester Area School District Health Policy during COVID-19