

# COVID-19 Health and Safety Plan for Westminster's Preschool – 2021-2022 school year

## Overview:

The purpose of this document is to create policies and procedures for Westminster's Preschool while COVID-19 is still a prevalent issue in the community and while the preschool-age population does not have access to vaccinations. 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

## Preschool Administration responsibilities

- Establish and maintain COVID-19 Health and Safety Policies and Procedures in accordance with the Chester County Health Department and CDC.
- Train all staff members on COVID-19 Health and Safety Policies and Procedures
- Maintain communication with the church
- 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.)

## Preschool responsibility to the staff

- 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 staff training plan that includes new expectations, policies and procedures

## Health Policies and Procedures

- 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
- Administrations responsibilities:
  - Establish and maintain COVID-19 Health and Safety Policies and Procedures in accordance with the Chester County Health Department and CDC.
  - Train all staff members on COVID-19 Health and Safety Policies and Procedures
  - Maintain communication with the church
  - Establish communication channels with state and local health officials and government
- 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.
  - Train the staff for new expectations, policies and procedures
- Adults will be allowed in the preschool area while the children are present.
  - Non-vaccinated adults should wear a mask while in the building.

- As of August 1, 2021, it was determined due to the recent uptick of COVID cases in Chester County that the wearing of masks will be mandatory for all children and staff members. The staff members will make every attempt to keep the masks on the children.
  - All masks provided by the parents must be washed before being used again or use disposable child-sized mask.
  - 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.
- Each child's temperature will be taken as soon as possible when entering the building.
- Staff member responsibilities:
  - They should help the children practice healthy procedures for coughing and sneezing.
  - They should establish healthy hand behavior:
    - All individuals must practice these procedures for washing hands:
      - 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)
    - 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 is installed in each classroom.
      - Children must be instructed and supervised when using hand sanitizer so they do not put it in their mouth
  - They will practice social distancing of the children as much as possible when the children are going to be next to one another for more than 15 minutes (circle time, snack time)
  - They must follow these cleaning procedures:
    - The tables will be sprayed and wiped frequently during the day.
    - The toys will be disinfected every night.
    - Small toys can be put in a wash bag to be cleaned in the dishwasher.
  - They must follow these snack procedures:
    - Children will take off their masks and eat their snacks behind the table dividers
    - Children will need to bring their own water bottle every day to class. If they forget, a staff member can give them a small cup of water from the refrigerator in the kitchen.
    - Snacks will be given to each child on a napkin

### **Vaccination availability for the children**

- The Preschool would like to be informed in writing if/when a child receives the COVID vaccination once it becomes available to the preschool age group.
- If the parent or guardian chooses NOT to have their child vaccinated, the Preschool would appreciate it if the family completes the **Refusal of COVID Vaccination for My Child** indicating that they choose not to vaccinate for personal reasons. If the family refuses to vaccinate their child and also refuses to sign the form, the child/ family will be required to follow the rules for quarantining as established by the CDC and the Chester County Health Department for the safety of the child, the other children in the class, and the staff members.

### **Process for monitoring and evaluating sick students and staff**

- Children:
  - Parents must evaluate their children at home using the **Daily Home Screening for Students** form
  - Each child will have their temperature taken with a no-touch thermometer
- Staff members
  - Staff members must evaluate themselves at home using the **Daily Home Screening for the staff** form
- Staff members observe children for 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 member or student who exhibits illness is removed from the classroom and taken to the preschool office.
  - The staff member or child is evaluated and a determination is made if the individual should be sent home
    - The child's emergency contact person must be notified immediately (phone call, text, email – use any/all measures to get the child picked up asap
- Preschool office should be disinfected
  - The mat, chair or any other furnishings that the sick individual touched must be sprayed
  - If blankets were necessary, they must be placed in a plastic bag when the child leaves and washed in a washing machine asap
- Families of the sick child should be contacted as to a possible covid-19 exposure

### **Custodial Expectations: Procedures for cleaning, sanitizing, disinfecting, and ventilating spaces and equipment used by the staff and students**

- 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
- Toys and teaching supplies
  - All toys will be disinfected at the end of each school day
  - Items that cannot be washed or disinfected must be kept in a safe space and not used by other children for a period of 24-48 hours
- 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.
- Bathrooms: 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

- Discontinue the use of the public water fountain

**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

**Westminster's Preschool**

**Staff Waiver Form**

I \_\_\_\_\_, staff member for the \_\_\_\_\_ class at Westminster's Preschool, willingly agree to work with the staff members and children of Westminster's Preschool for the 2021-2022 school year.

I release and hold harmless, the administration and Preschool Board Members of Westminster's Preschool and Westminster Presbyterian Church for any illness or accidents that may happen with me while employed by the Preschool, including COVID-19.

I also expect to keep myself as safe and illness-free as possible while working with the children and other staff members.

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

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Westminster's Preschool

# Daily Screening for Students and Staff Members

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

If your child meets any of the following criteria, he/she may have a possible illness or COVID-19. These symptoms decrease your child's ability to learn or work in a classroom and also put him/her 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

**If symptomatic, follow these procedures:**

- Check with your physician to see if your child needs to be tested.
- If indicated by your doctor, get your child 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 **10-14 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

# Close contact/Potential Exposure 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.
  - 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.**

## 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
  - 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 the positive test result.
  - 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.

## Preschool 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](mailto: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 to them using the COVID-19 Report form. The Preschool Director will complete this form with the information provided by the parent and return it to the Health Department.
- 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**
  - Vaccinated staff and children do not have to quarantine.
  - Unvaccinated staff and children must quarantine for 10-14 days and must follow the procedures for returning to preschool.

## School closures

Westminster's Preschool will follow the instructions and guidance of the Chester County Health Department to determine if the Preschool would need to close due to an outbreak of COVID-19 with the children and families. The administration of the Preschool will provide the families with frequent updates indicating if there are any documented positive cases.

