



COVID-19 Policies and Procedures (Updated July, 2021)

These policies and procedures were drafted in accordance with the guidelines and recommendations provided by the CDC, Georgia Department of Education, and Georgia Department of Early Care and Learning/Bright From the Start.

The health, safety and well - being of Northbrook UMC Preschool students, staff and families is always of utmost concern in our operations and is a driving force for establishing health and safety policies and procedures during this pandemic. We will require that all families and staff abide by these policies and procedures. The policies and procedures are set up as a means of supporting and protecting our students, staff and families. Because the Covid 19 pandemic is still a fluid situation, we recognize that these policies and procedures may need to be revised in response to changing trends and/or knowledge about the virus. Any changes will be communicated to families and staff via email and through printed format. If you have questions, please do not hesitate to reach out!

At this time, we are opening campus at a Phase IV level. Phase IV has been somewhat modified from last year's phase, so please read through the Phases of Re-Opening document. As time goes on and the variant situation improves, we will modify Phase IV further to allow visitors and volunteers into the building. We will follow recommendations from the CDC, GADOE, GADPH and DECAL to make these decisions.

Finally, we will require both staff and families to complete and sign a Parent /Staff Handbook Acknowledgment and Disclosure Form. This form is the last page of the handbook and will indicate that you have read through our Covid policies and procedures and will follow them in order to keep our preschool population safe.

Thank you for partnering with us and allowing us to safely care for your child and help them thrive during these difficult times.

General COVID-19 Information

- COVID-19 or CORONAVIRUS is an infectious disease that is spread through the air by persons coughing or sneezing, through close personal contact, and/or by touching your eyes, nose, or mouth before washing your hands. This virus can result in a mild to severe reaction and can cause the following symptoms:
 - Fever (100.4 or higher)
 - Cough
 - Shortness of Breath
 - Difficulty Breathing
 - Respiratory Symptoms
 - Any 2 of the following: Chills, Repeated Shaking with Chills, Muscle Pain, Headache, Sore Throat

Research shows that children are likely to have milder symptoms than adults, but this is not always the case.

➤ **People who may be at higher risk of severe illness from COVID-19 include:**

- People aged 65 and over
- People of all ages with underlying medical conditions
- Any person who is immunocompromised
- People with severe obesity
- People with diabetes, chronic kidney disease undergoing dialysis, liver disease
- People who are pregnant

➤ **Tips for Parents:**

- Practice and reinforce good hygiene habits with your family.
- Wash your hands often for 20 seconds (sing Happy Birthday twice) with warm, soapy water, but especially after going to the bathroom, before and after eating, and after blowing your nose, sneezing, or coughing. Use Hand Sanitizer with 60% alcohol as a substitute for soap and water when needed.
- **Keep your child home if they are sick with any illness.** Contact your doctor to discuss your child's symptoms.
- Communicate any absences to the preschool office and your child's teacher.

- Be prepared with a backup plan for childcare in the event that our school must close your child's classroom or the entire preschool due to positive COVID-19 exposure. Talk to your employer or make alternate childcare arrangements ahead of time.
- Stay informed. This health emergency situation is one that changes rapidly. Stay up to-date with these resources:
 - <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
 - <http://dec.al.ga.gov/BFTS/Covid19.aspx>

COVID-19 Policies and Procedures

➤ **Prevention of the virus from ENTERING the building:**

Northbrook Preschool will take all necessary precautions to keep the COVID-19 Virus from entering the Preschool. These steps include:

- Requesting that any unvaccinated adult wear a mask while entering the building to drop their child off at the classroom.
- If you choose to walk your child in to school, please enter and exit the building using the Walk-In door and do not linger in the hallways after drop off.
- Picking up your child promptly at dismissal time from the classroom back door or the assigned door for the class.
- Honoring the request of any parent who chooses to have their child wear a mask in the classroom. Please note masks are optional at all times for students.
- Not allowing volunteers in the building at this time. Parents are welcome to volunteer anytime while the class is utilizing their outdoor space.

➤ **Sanitation Practices:**

Northbrook Preschool will continue to follow best practices for hygiene, cleaning, sanitizing, and disinfecting the classrooms and materials used. Routine cleaning of all surfaces and items frequently used will occur throughout the school day. Toys will be sanitized throughout the day as needed, and at the end of each school day. Classrooms and bathrooms will be cleaned and disinfected during the day and at the end of each school day as well. Northbrook Preschool will limit the use of washable cloth toys during the COVID-19 pandemic. Please do not send any blankets or stuffed animals/dolls or soft toys to school with your child.

➤ **Arrival and Departure Procedures:**

We are bringing back carpool per the many requests received on the end of year parent evaluation forms! We have added a fifth spot and extended the carpool time in an effort to accommodate the many families who will utilize carpool drop off this year.

Carpool will start on Wednesday, August 25 and is available for students in 2s classes and older. Carpool is mandatory for Kindergarten and Kindergarten Readiness classes. The Walk-In doors will be open and monitored during Carpool time, for any family in the 1s classes (our 1s classes start carpool in January) or for any family who prefers to walk their child into school. We do request that any unvaccinated adult wear a mask in order to enter the building for drop off

➤ **Children or Staff Who Develop Symptoms During the Day:**

Any child who develops symptoms during the school day will be isolated in our isolation space until a parent/caregiver can pick up. We will expect you to be able to pick up your child within 30 minutes of our call to you. If a staff member develops symptoms, she/he will be sent home immediately.

➤ **School-Wide response to COVID-19 exposure:**

In the event that an enrolled child or staff member tests positive for COVID-19 Northbrook Preschool will follow the following recommendations set by the CDC. All efforts to maintain confidentiality will be made.

- Children and staff who have symptoms of Covid 19 should stay home and be referred to their healthcare provider for testing and care. Staying home when sick with Covid is essential to keep Covid -19 infections out of our program and prevent spread to others.
- Be on the alert for signs of illness and pay particular attention to fever, sore throat, new uncontrolled cough that causes difficulty breathing, diarrhea, vomiting or stomachache, and a new onset of severe headache.
- If the child/staff member has any of the above symptoms, they should not attend school. They can return after: 10 days since symptoms first appeared **AND** 24 hours with no fever without the use of fever reducing medicine **AND** other symptoms of Covid 19 are improving.

If there is a positive case of Covid-19 in your household:

- Children and unvaccinated staff who have close contact with someone who has (suspected or confirmed) Covid 19 should stay home to quarantine for 14 days after their last exposure to that person. Close contact is defined as within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24 hour period.
- People who are fully vaccinated and do not have Covid symptoms do not need to quarantine or get tested after an exposure to someone with Covid 19.

If there are positive cases within a classroom, we will call the CDC and DPH to follow their guidelines for closing the classroom or school, if necessary.

