

# **Trinity Episcopal Preschool COVID Protocols as of 9/1/2020**

## **Commitment to Health and Safety**

Trinity students, teachers and families have a shared responsibility to protect each other through safe behavior, both at Trinity and at home. All families are expected to adhere to the directives of applicable federal, state, and local government health departments, including the CDC, regarding social distancing, mask wearing, frequent hand washing and limiting travel out of state to mitigate the transmission of COVID-19. We must all work together to keep each other healthy and safe through this pandemic. We have implemented the following procedures and protocols in this shared effort to provide a childcare setting for your child which is as safe as possible.

## **Illness**

If at home your child shows any COVID illness symptoms such as fever, coughing, sore throat, diarrhea, vomiting, rash, headache, runny nose, fatigue, muscle pain, chills, loss of taste or smell, please contact the Preschool Director immediately. Please do not bring your child to school if your child is experiencing any of the symptoms listed or if they are sick with other symptoms. If at school a student exhibits any COVID symptoms or becomes ill, they will be isolated until a parent picks them up within the hour. The Preschool Director will contact the Baltimore County Department of Health and MSDE Office of Childcare, and they will decide what we need to do. On these occasions, the school may be ordered to close until the child is cleared by a doctor, or until they get a negative COVID-19 test.

## **Illness Policies**

- Each child and teacher's temperature are checked before entering the building daily. A symptom check (visual and verbal) is performed on each person before being allowed to enter.
- Any child showing symptoms of COVID-19 (as listed above) is not permitted to attend school until seen by a doctor and must have a doctor's note to safely return. If the doctor orders a COVID test, the Baltimore County Health Department and the MSDE Office of Childcare will be notified and we will follow their guidance. Both offices

have stated that in cases like this, if the symptoms developed within a 48-hour window of being in school, we may be asked to close until the test results are received. COVID test results have recently been received within a 1-2 day timeframe.

- If a child or faculty member is diagnosed with COVID-19, they are required to stay home for at least 14 days. All Trinity families are immediately informed of a positive COVID case and the confidentiality of the individual is maintained. The preschool will close for at least 1 day for thorough cleaning, and Trinity will work with Baltimore County Health Department and MSDE Office of Childcare to determine the length of closure (possibly up to 14 days). Anyone who had close, prolonged contact with the diagnosed person will be notified and will need to quarantine at home for up to 14 days or as recommended by the health department.
- Handwashing is done frequently during the day, including at morning drop-off; before and after classroom free play; after bathroom use; before meals and snacks; before and after outside play; and before pick-up.
- Hand sanitizer is readily available for teachers.

### **Drop Off/Pick Up Policies**

- Parents are not permitted into the building during drop-off/pick up times. All families are assigned a drop-off and pick-up time and participate in a mandatory carpool line. Parents are responsible for sharing this procedure with any other adult who may be picking up. The carpool drop-off procedure will be longer than typical as we have to check temperatures and symptoms; we ask for patience as we work through this together. Average wait time is 3 minutes.
- A faculty member signs your child in and out, and records who dropped off and picked up each day for contact tracing purposes.
- The quantity of belongings brought to school each day are limited. (Two or three changes of clothes left in cubbies, rest time items, snacks, and lunch) There are also no show- and-tell days for the time being.
- Children are required to bring at least one extra mask to be kept with

their extra clothing to be used if their mask gets dirty or wet.

- Parents are required to wear masks during drop-off and pick-up times.

## **Classroom Procedures**

- Classes are split into as small a grouping as possible, with no more than 10 children per room with two teachers. Lower class sizes help to provide a safer number for social distancing purposes.
- There is a floating teacher available to assist with bathroom times, cleaning, carpool, and substituting within classrooms when needed.
- Students are socially distanced within the classroom during activities as much as possible.
- We have incorporated educational manipulatives that are easily sanitized. Dramatic play area items, such as dress up clothing, play food, and stuffed animals have been removed for now.
- Teachers are required to wear face coverings at all times while in the building.
- Classes are not mixed on the playground and playground times are staggered.
- All children bring their own snacks and lunch, which should be put in a brown paper bag and labeled with the child's name on it. The lunch and snacks need to be in separate bags.
- Children are required to wear a mask at all times except during lunch/snack time, outdoor play, and nap time.
- Each student has their own bag of educational items and the selection of items change daily. They play with these items only during center time. Following center time, each student's bag of items is sanitized and returned to the shelves.
- Since parents and visitors are not allowed to enter the school at this time, projects and artwork are displayed on the front windows of the school for parents and others to enjoy.
- Daily pictures are sent to the parents giving immediate insight to the learning experiences of their child. Each week, a detailed report of activities a look at the week ahead is emailed home. A monthly newsletter is also produced listing important concepts and themes covered each month and highlights

special events.

- Due to COVID, we do not offer our extended specials and activities in person, but are looking into virtual Tai Chi, Yoga, and Zumba for young children. The return of these specials depends on regulations from the MSDE Office of Childcare and the COVID progression in our area. We will reinstate these extracurricular activities when it is safe to do so.

## **Cleaning**

- All educational items are cleaned and sanitized during the day.
- Playground equipment is sanitized between classes.
- Bathrooms are sanitized between each child and between each class.
- High-touch surfaces (doorknobs, light switches, etc.) are sanitized daily.
- Rest time materials are be laundered weekly at home.
- Water fountains are not used. Instead, all children use the water cooler and disposable cups.

# COVID-19 Teacher Checklist

## **Educational Items and Supplies**

- Encourage children to space out in classroom to be 6 feet apart.
- Space out cubbies to every other cubby. Do not share cubbies.
- Each child has their own bag of educational items. At rest time, sanitize the educational items and return them to the shelves.
- Art supplies: each child gets their own pencil case with art supplies. Remove any shared supplies, the children should only use their supplies in their case.
- Yuck Bucket: if any child puts a toy in their mouth; sneezes on a toy; coughs on a toy; etc., it goes into the class Yuck Bucket to be sanitized immediately.

## **Cleaning**

- Educational items are sanitized at naptime and at end of each day.
- High touch surfaces are wiped down several times a day (door handle, shelves, light switch).
- Bathrooms are sanitized after each class.
- Each classroom is equipped with an Air Purifier to circulate and clean the air.
- Toilet and sinks are cleaned between each use and bathrooms have individual stalls.

## **Meals and Snacks**

- Spread children out while eating.
- Children bring their own meals and snacks.
- Trinity provides milk and water in disposable cups.
- DO NOT USE WATER FOUNTAINS, use water coolers.
- Children should have brown paper bags labeled with their name. No lunch boxes are to be used at this time.

## **Rest time**

- Put cots as far away from each other as possible.
- Send bedding home weekly to be washed.

## **Hand Hygiene**

Children should wash their hands:

- Before meals
- Before and after outside play
- After center time/free play
- After nap
- After bathroom time
- After blowing nose, coughing, sneezing, touching face