



COVID Safety Policy & Procedure

OVERVIEW: This document will provide an overview of policies related to the COVID 19 Pandemic that are necessary to provide for the safest preschool environment possible. These policies and procedures have been thoughtfully considered with the highest priority given to maintaining the health and safety of our students and staff.

These policies are subject to change as the guidance from the CDC, AAP, PA Department of Health, and other sources change. Any changes to these policies will be communicated to preschool families and preschool staff.

We recognize that the preschool is a vital part of the overall childcare solution for many of our families, and we intend to continue to operate as long as we can safely do so. We will continue to evaluate our policies in order to maintain a safe environment for our students and staff.

CLEANING & DISINFECTING: Cleaning and disinfecting of spaces and equipment has been enhanced and increased in frequency in response to the COVID pandemic. A complete list of enhanced cleaning and disinfecting procedures will be provided upon request.

STUDENT DROP-OFF: Students will be greeted upon arrival at the designated entrance by a preschool staff member who will assist the student out of their vehicle and into the school building. Additional drop-off information, including timing for each class and maps for forming lines and student entrance to the building will be distributed separately.

STUDENT PICK-UP: Students will be escorted to the car line-up at the designated exit by a preschool staff member who will assist the student to their vehicle. Additional pick-up information, including timing and maps will be distributed separately.

VISITORS & BUILDING ACCESS: Parents, visitors, and volunteers will be permitted in the preschool with prior approval and for specific purposes. We ask that family members refrain from entering the building without prior approval. BCIU staff, photographers, and community visitors will be permitted on a case by case basis. All who enter the preschool campus will be expected to comply with the COVID and masking policies in place at the time of entry.

CLEANING HANDS: Keeping student and staff hands clean is always a priority. To do so, students and staff will wash their hands for at least 20 seconds with soap and water or utilize hand sanitizer at various times throughout the day, including: upon entering the school/classroom after car drop off, after restroom use, before and after snack, after active play & sensory play, after sneezing or using tissues and any other time their hands get dirty due to painting, coloring, etc.

FACIAL COVERINGS:

- All staff, visitors, and volunteers will be required to wear masks inside and must wear masks outside if they are engaging children for an extended time (more than 15 minutes) in close proximity (less than 3 feet).
- Lessons and projects will be adapted for social distancing as much as possible.



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- When outside, masks are not required, but are welcome and encouraged at the request and discretion of each individual family.
- When inside, students will be required to wear masks based on most recent guidance from the American Academy of Pediatrics. Exceptions will be made when they are able to be 3 feet apart and when they are eating/drinking.
- At any time inside or outside, students and staff are always allowed mask breaks if needed.
- Lastly, our guidelines will constantly be revisited and are subject to change throughout the year based on medical and governing guidance. A special focus and consideration will be given to local community spread and vaccination status to help guide our masking policy.

PHYSICAL DISTANCING & CLASS SEPARATION: Communal spaces such as hallways, restrooms and the playground will be utilized by the classes using a time schedule and common surfaces will be sprayed/wiped with disinfectant between class use. Teachers and students will remain in the same classroom for the class day with the exception of restroom time & active play.

Stay and Play Class will not permit drop-in students at this time to keep the class constant and smaller in size.

DAILY HEALTH SCREEN & ILLNESS POLICY: Students and staff who are not feeling well or who have symptoms of illness are required to stay home from school and will not be admitted in the building.

Prior to the start of the school year, all families will be required to sign a document confirming that you will answer the Daily Health Check questions to the best of your knowledge each day.

All families must verify daily prior to dropping off that their student is in compliance with the Daily Health Check Questions as detailed in this document. Families are asked to take their child's temperature daily before leaving home; students and staff may not attend preschool with a temperature of 100.4 or higher.

In addition, the preschool reserves the right to take student and staff temperatures at any time throughout the day with an infrared no touch thermometer; temperatures may be taken at random or as deemed necessary.

BECOMING SICK AFTER ARRIVAL: If a student becomes sick at school or shows any symptom of illness, the child will be removed from the classroom and placed with a staff member to be cared for in a separate, isolated room until an authorized pick-up person arrives. The student will be taken out to the authorized pick-up person's car. If a staff member feels ill at school they will be sent home immediately.

NOTIFICATION OF ILLNESS AND TESTING: Students and staff who become ill are required to notify the Preschool Director. If a COVID test is administered, the Preschool Director should be informed of the timing of the testing and the results of the testing. Communication to other preschool families will be done only in the event of a confirmed positive and in accordance with recommendations from the PA Department of Health. We will use the PA Department of Health and CDC guidelines for identifying and



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defining “close contact.” If a student or staff member is diagnosed with Covid-19 our school will notify families, school, church, and local health authorities (PA Department of Health) and follow their guidance as to facility closing for cleaning and disinfecting. A record of absenteeism will be maintained.

DISCONTINUING AT HOME ISOLATION:

- Students and staff in the same classroom or who have come in close contact with a symptomatic individual will be asked to follow the quarantine guidance set forth by the PA Department of Health.
- Anyone who develops symptoms during that time should contact their health care provider, and follow guidance for monitoring illness and staying home.
- Individuals with suspected or confirmed cases of COVID-19 do not need a doctor’s note to return to school, but must follow the guidelines for monitoring and staying home as published by the PA Department of Health.
- Individuals with symptoms not consistent with COVID-19 may return to school once all symptoms are no longer present.

TUITION REFUNDS: Due to the current environment and presence of COVID 19 in our area, we believe it is prudent to expect that there may be some interruption to individual student attendance, specific classroom attendance, or full school attendance at some point in the school year.

In order to provide a continuous, quality educational experience for the school as whole, we do not anticipate refunding tuition to families based on these absences. For extended absences (in excess of 2 weeks) related to COVID 19, tuition deferments will be considered on a case by case basis. In all cases, every effort will be made to provide supplemental materials for use at home with preschoolers during their absence.

If the local, state, or federal authorities mandate that schools close for more than 2 weeks, prompt communication will be provided regarding the plan to make up those days or reduce tuition in proportion to the classroom time lost. Please note that built-in makeup days will be utilized first, but additional days may be added at the end of the school year if necessary.



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DAILY HEALTH SCREENING CHECK:

Temperature:

Are you/is the student taking any medication to treat or reduce a fever such as Ibuprofen (i.e. Advil, Motrin) or Acetaminophen (Tylenol)?

Are you/is the student experiencing any of the following?

Group A 1 or more symptoms	Group B 2 or more symptoms
Diarrhea New cough that is not normal for you New loss of taste and smell Shortness of breath New difficulty breathing Fever (100.4°F)	New congestion/runny nose Headache New tiredness New aches/pains Stomach issues (includes stomach ache, nausea and/or vomiting) Chills Rigor (a sudden feeling of being cold with shivering) Sore throat

Stay home if, you or the student:

- Have one or more symptoms in Group A **OR**
- Have two or more symptoms in Group B **OR**
- Are taking fever reducing medication.

Additional Questions:

In the last two weeks has your child or anyone in your household:

- Been diagnosed with Covid-19
- Traveled to a high-case location listed on the PA.GOV website (when applicable):
<https://www.health.pa.gov/topics/disease/coronavirus/Pages/Travelers.aspx>

Is anyone in your household currently under voluntary or involuntary quarantine or have been within the last two weeks?