



COVID Reopening Plan Policy & Procedure

OVERVIEW:

This document has been prepared to promote a safe return for children and staff to Immanuel Preschool of Shillington. This plan will define policies and procedures related to the COVID 19 Pandemic that are necessary to provide for the safest preschool environment possible.

These policies will remain in effect indefinitely and are subject to change as the guidance from the CDC, and local and state authorities change. Any changes to these policies and procedures will be immediately communicated to preschool families and preschool staff, and any additional necessary training will be completed promptly by all preschool staff.

These policies and procedures have been thoughtfully considered with the highest priority given to maintaining the health and safety of our students and staff. We recognize that additional decisions regarding how to apply this policy and how to handle situations that are outside of what has been documented within this policy will likely arise, and we intend to follow the spirit of this document and uphold the health and safety of students and staff in all decisions. We also acknowledge that not every situation is the same, and we are committed to reviewing all situations on a case by case basis in order to make the best decision possible based on the specific facts and information at hand.

Our intention is to continue in-person classes as long as our immediate community does not present unreasonable risk of community spread and our staff levels continue to meet the needs and ratios required for safe learning.

- Should the Governor Mifflin School District temporarily close at any point, and especially if they close due to unsafe community conditions, it is likely that we will not be able to continue to offer in-person learning due to both the unreasonable risk of community spread and limited staff availability.
- Despite exhaustive attempts to secure additional substitute teachers, there is a community-wide staff shortage, and our substitute pool remains quite small. Should multiple staff members become ill or otherwise required to quarantine, stay home to care for family members, or otherwise unable to report to work, we may need to cancel certain classes until necessary staffing levels are achieved. We continue to seek additional substitute teachers and substitute teacher's aides. If you know of anyone who would like to apply to be a substitute, please notify the Director.

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 and prepare in order to maintain a safe environment for our students and staff.

STAFF BUILDING PROCEDURES:

TRAINING: All preschool staff will receive a copy of this plan and will also attend a training session which will detail how to implement each procedure. Staff will understand their role,



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which is to model health and safety practices so children can become successful at learning these new practices. This training will be completed during the August In-Service prior to opening the preschool to students and will be repeated as needed for any additional staff or changes to policies and procedures.

In addition, our preschool and church staff were trained on COVID-19 including disinfection and cleaning practices through a live presentation from Elk Environmental Services/Empire Group or a recorded webinar of the presentation.

CLEANING & DISINFECTING: Cleaning and disinfecting of spaces and equipment will be the responsibility of all staff members.

- Frequently touched surfaces will be disinfected throughout the school day by preschool staff.
- Tables and common surfaces will be disinfected during class transitions, before snack, after snack and at the close of class. Tables will be cleaned and disinfected before and after each activity (fine motor activities, art and snack) by classroom staff.
- Toys used will be disinfected after use by preschool staff.
- Playdough and pencil cases (containing crayons, glue stick, scissors) will be put together for individual use with no sharing.
- Soft toys (stuffed animals) and cloth toys (dress-ups) will not be used at this time.
- Sensory bins will be prepared for individual use for each specific student; no shared sensory bins will be utilized.
- Staff will clean and disinfect toys/learning materials daily, after class.

Preschool Team - At End of Day		Monday	Tuesday	Wednesday	Thursday	Friday
	Disinfect light switches					
	Disinfect interior/exterior room door handles					
	Disinfect sinks/counters					
	Disinfect tables/desks/chairs					
	Disinfect shared materials					
	Notify custodial team of any additional cleaning needed					

A system has been implemented for communicating with the in-house custodial staff regarding specific areas requiring attention. The cleaning team will do the following after staff and children leave the building:

- Empty trash, replace disposable bag and clean and disinfect the outside of the can (daily).
- Clean and disinfect bathrooms (daily).
- Disinfect carpets (weekly and as needed).
- Wipe down halls and stairwells (daily).
- Address any other specific areas requiring attention (daily).



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Custodial Team - (Martha, Lydia, Mark After 12:30PM), (Matthew Before 11:00AM)		Monday	Tuesday	Wednesday	Thursday	Friday
	Drymop floors (daily)					
	Spray disinfect carpets (Tuesday/Thursday)					
	Wet mop floors (once weekly Tuesday/Thursday)					
	Disinfect hall light switches					
	Clean and disinfect restrooms (daily)					
	Drymop hallways floors (daily)					
	Disinfect stairway railings (daily)					
	Disinfect Fellowship Hall doors, light switches					
	Clean and disinfect Fellowship Hall (when room has been used)					

Ongoing cleaning and disinfecting will be documented as deemed necessary by the Preschool Director and Church Leadership.

The in-house custodial team has verified that the cleaning and disinfecting supplies are registered by the EPA as effective against SARS-CoV-2, the virus that causes COVID-19. Cleaning and disinfecting will be done in accordance with the guidance set forth by the CDC regarding methods and frequency of cleaning and disinfecting.

The building has been thoroughly disinfected and largely vacant throughout the summer and is currently fully cleaned and disinfected in preparation for the upcoming school year. Thorough cleaning and disinfecting protocols will continue throughout the school year.

In the event that there is a confirmed or presumed positive case of COVID in the school:

- If the school is not required to close in order to quarantine: The custodial staff will modify their cleaning schedule to address any areas of exposure prior to class resuming. Every effort will be made to minimize all disruption to the normal school day; however, in certain cases we may be required to close certain classrooms or the school until the cleaning can be completed. Closures related to cleaning alone should not exceed 48 hours and will be minimized to the greatest extent possible.
- If the school is required to close for quarantining: The cleaning protocols may not be completed immediately but will be completed prior to the reopening of the quarantined class(es).

CLEANING & SAFETY SUPPLIES/MATERIALS: The following list of supplies will be needed prior to the start of the preschool year in order to comply with the guidelines set forth by PA Department of Health and CDC.

- No touch trash cans (trash cans without lids)
- Cloth Face Coverings (as feasible)
- Disposable PPE (such as masks and gloves)
- Soap and Hand Sanitizers (with at least 60 percent alcohol)
- Paper Products (such as paper towels, tissues, etc.)
- Cleaning Supplies (including disinfectant wipes)



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BUILDING VENTILATION: The heating, ventilation, air conditioning and water systems are routinely inspected and remedial action taken as part of our normal building maintenance throughout the year. Building maintenance during the COVID 19 Pandemic has continued and the building systems are working properly and are ready for building occupation and increased building use.

DROP-OFF AND PICK-UP PROCEDURES:

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.

Family members should refrain from entering the school building. Family members can make an appointment with the Preschool Director if access to the building is needed for any reason.

A staggered start-time will be utilized to minimize the interaction of children in different classes.

The individual present at drop-off will be asked to verify that their student is in compliance with the Daily Health Check Questions as detailed in this document. In preparation for these questions, parents are asked to take their child's temperature daily before leaving home; students may not attend preschool with a temperature of 100.4 or higher. Any staff member or student with symptoms of illness will not be admitted in the building.

Before assisting students out of the car, a preschool staff member or volunteer will take the temperature of each student, verifying that the temperature does not exceed 100.4 degrees or higher. Any student with a temperature of 100.4 or higher will not be removed from the car. In order to perform the temperature check safely, the student will be required to have his or her mask on; please have students ready with their mask on as they approach the door for drop-off.

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 daily. These daily responses will be documented and retained by preschool staff and will be referenced as needed in accordance with the guidance set forth by the PA Department of Health.

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.

VISITORS & BUILDING ACCESS: To the greatest extent possible, adult visitors and volunteers will not be permitted in the preschool and we ask that family members refrain from entering the building without an appointment. We are temporarily placing a hold on any BCIU staff, photographers, or community visitors.



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Large group gatherings with families present will be temporarily discontinued. When possible, other methods for celebrating together will be utilized, such as Facebook Live and/or Zoom.

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 for each class and maps for forming lines and student entrance to the building will be distributed.

Family members should refrain from entering the school building. Family members can make an appointment with the Preschool Director if access to the building is needed for any reason.

A staggered end-time will be utilized to minimize the interaction of children in different classes.

CLASSTIME POLICIES & PROCEDURES:

EMOTIONAL SUPPORT: We will do all we can to help children adjust to preschool. We want them to feel safe, happy and comfortable. Teachers will be prepared with stories and audio/visual programs to assist children with any worries or concerns regarding all the changes being implemented. Social stories and discussions will be utilized on hand washing, germs, coughing and sneezing into elbows, refraining from touching your face and others, and caring for everyone's health as well as our own. Staff will model how to be healthy and safe while at preschool. We will do our very best to provide a developmentally appropriate environment, where children can play, learn, explore and enjoy childhood!

CLEANING HANDS: Students and staff will wash their hands for at least 20 seconds with soap and water 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.

Hand sanitizer will be available at all times to supplement times when a sink is not available.

FACIAL COVERINGS: We are complying with the order set forth by the PA Department of Health, that requires all adults and children over 2 years old to wear a face when leaving their homes. Face coverings must be worn when arriving and departing from preschool.

Children should come with a mask already on their face. Children should have their own mask that fits their face well and is as comfortable as possible for them. The classroom teachers will have "mask" bins with student names for students to take off and store their mask. The Dept. of Health recognizes that getting younger children to be comfortable wearing face coverings and to keep them on may create some difficulties and has issued guidance stating that in the school setting we may consider prioritizing the wearing of face coverings to times when it is difficult to maintain social distance. Ensuring proper face covering size and fit may help address the issue. Students may remove masks during the following activities:



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- Outdoor play
- Snack time
- Sitting at classroom tables at least 6 feet from others
- Any other activity that provides for a six-foot distance from others. We will do our best to provide activities where social distancing is attainable in order to limit mask-wearing.

Exceptions to the facial covering guidance were listed in the July 8, 2020 revision of the PA Office of Child Development and Early Learning: If a parent, guardian, or responsible person has been unable to place a face covering safely on the child's face, they should not do so. If a child 2 years or older is unable to remove the face covering without assistance, the child is not required to wear one.

Staff will wear masks or face shields throughout the entire school day. Staff may take occasional mask breaks when they are safely distanced (at least 6 feet) from all students and staff. Mask breaks will not exceed 5 minutes at a time. Staff members who eat lunch with students (applies to Stay and Play only) will remove masks when eating and will maintain at least 6 feet from all students and staff while unmasked.

CLASSROOM SET UP: Students will be spaced 3-4 to a table for table play and tables will be spread out throughout the classroom. Circle time spots on the carpet will be spaced at a greater distance than in the past either by sticker dots or sit-upons that will be disinfected after circle time. If a classroom cannot distance the students 3-6 feet apart for circle gathering, a split circle time may be utilized (1/2 class at a time).

SHARED SPACES: 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.

CLASSROOM SEPARATION & SOCIAL DISTANCING: Teachers and students will remain in the same classroom for the class day with the exception of restroom time & active play. Spacing will be marked by dots for lining up to walk in the hall, sitting in the hall at restroom time and dismissal. Students will not interact with other classes.

Stay and Play Class will not permit drop-in students at this time to keep the class constant and smaller in size. Students will not be able to switch days for stay and play and can only attend the days they have signed up for prior to school's opening.

ITEMS FROM HOME: Except for a change of clothing and any necessary outerwear, please keep all other items at home. We will temporarily discontinue Show and Tell to avoid items going back and forth between home and school. Backpacks will not be used until further notice. If your child is enrolled in our Stay and Play Class, place their lunch in a disposable bag with their name clearly marked.



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FIELD TRIPS & SUPPLEMENTAL PROGRAMS: Field trips will be temporarily discontinued. Supplemental programs such as Kindermusik and Soccer will be discontinued for the Fall and will be reconsidered for the Spring.

OUTDOOR AND INDOOR PLAY: Children will continue to play outdoors whenever possible. Class times will be staggered so there is no overlapping of classes on the playground or in the halls. Children will wash hands before returning to their classrooms. Cleaning and disinfecting will occur in between classes. The same procedure will take place when using indoor shared spaces when inclement weather prevents outdoor play.

ILLNESS POLICY:

Students and staff who are not feeling well are required to stay home from school until symptoms are gone. Students and staff are required to perform a daily screening process as outlined below.

DAILY SCREENING & ATTENDANCE RECORDS: All students and staff must be in compliance with the Daily Health Screening Check each day before entering the school building. A record will be kept verifying each individual's compliance daily. We will be keeping an accurate attendance record for staff, students, and anyone else who enters the school. This information will be needed if contact tracing becomes necessary.

If a staff member or student is not in compliance with the Daily Health Screening Check, they must stay home and may not enter the school building. Students and staff who fail the Daily Health Screening Check cannot return to the school until they have satisfied the qualifications for Discontinuing At Home Isolation as outlined below.

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.

Students and staff who are sent home due to illness cannot return to the school until they have satisfied the qualifications for Discontinuing At Home Isolation as outlined below.

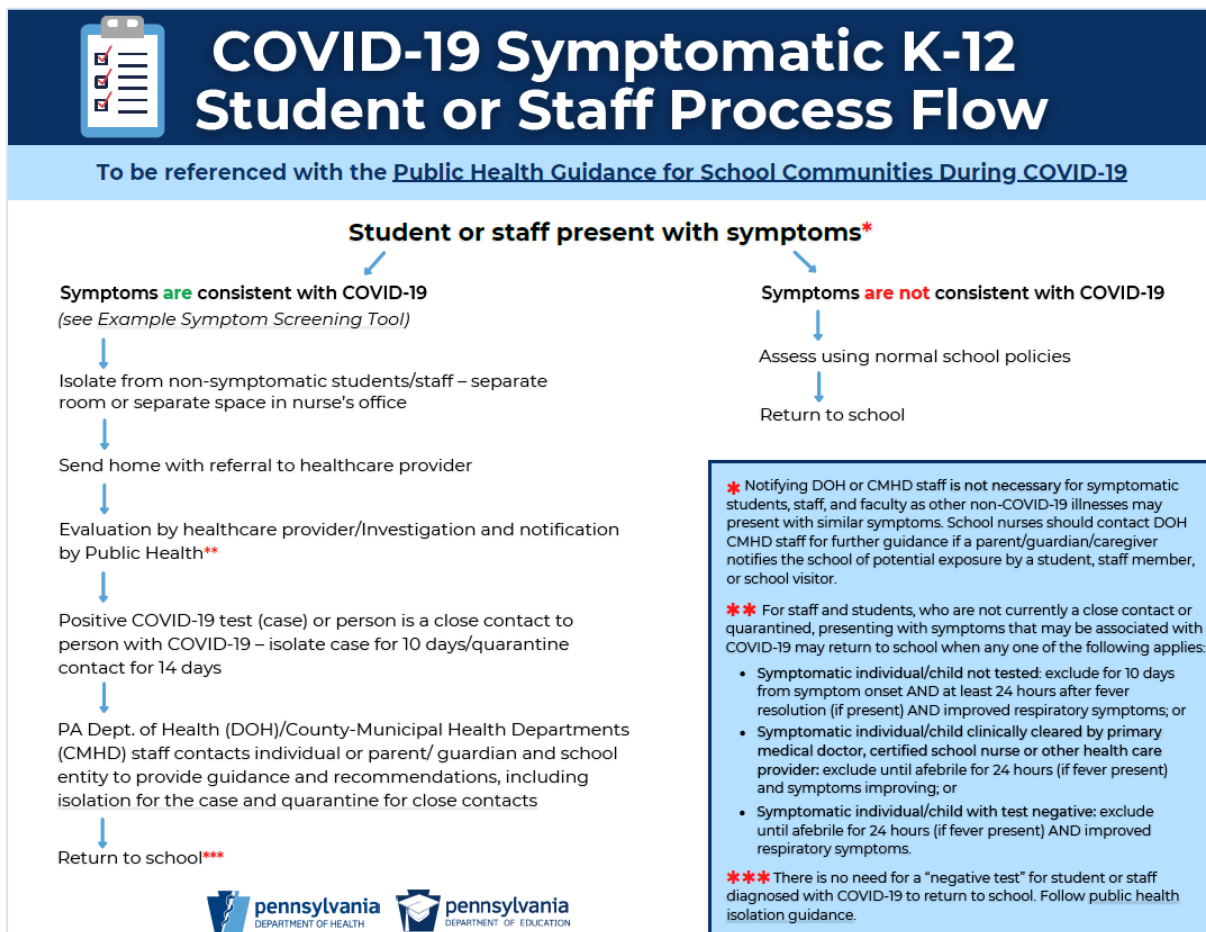
NOTIFICATION OF ILLNESS AND TESTING:

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.

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We will use the PA Department of Health and CDC guidelines for identifying and defining “close contact.” At present, close contact is defined as greater than 10 minutes of interaction less than 6 feet away.

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:

- All students and staff in the same classroom or who have come in close contact (defined as greater than 10 minutes of interaction less than 6 feet away) with a symptomatic individual will be asked to quarantine in accordance with guidance from 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.



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- 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.

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.

- Students who may be exposed to COVID 19 due to a household member's exposure or diagnosis of COVID 19 will be absent during quarantine.
- Local, state, or federal authorities could mandate the temporary closure of the school due to the COVID 19 virus and spread.
- Classrooms who experience confirmed exposure to COVID 19 will be absent during quarantine.

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, tuition will be suspended until in-person instruction resumes. In that scenario, a partial tuition option may be made available for continuing some activities at home through Zoom meet-ups, lesson videos & craft/ task learning packets for use at home.



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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
Fever (100.4 or higher) Cough Shortness of breath Difficulty breathing	Sore throat Runny nose/congestion Chills New lack of smell or taste Muscle pain Nausea or Vomiting Headache Diarrhea

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.

Obtained from PA Department of Health Guidance for School Reopening:
<https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/ReopeningPreKto12/PublicHealthGuidance/Pages/default.aspx>

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:
<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?

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CHECKLIST - Suspected or Confirmed Case of COVID Present in the School:

- ☐ Identify the individual(s) and remove them from the group setting.
 - **Student:** should 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.
 - **Staff member:** should be sent home immediately.
 - Determine coverage plan with remaining preschool and office staff.
- ☐ Notify church and preschool leadership:
 - Preschool Director
 - Church Pastor
 - Director of Strategic Operations
 - Custodial Staff
- ☐ Assess and document the situation, including:
 - Symptoms and timing of onset
 - Presence at school
 - Interactions with other students and staff
 - Interactions with other classrooms, shared equipment, and shared spaces
 - Timing of testing, test results, etc
 - Other relevant information
- ☐ Call the PA and Berks County Departments of Health for guidance
- ☐ Determine timing of deep cleaning plan in communication with Custodial Supervisor, Director of Strategic Operations, and Pastor and execute accordingly
- ☐ Determine timing of any closure and/or classroom quarantine required in communication with Director of Strategic Operations, Consistory representative(s), and Pastor
- ☐ Notify preschool families:
 - Notify entire preschool of the situation
 - Notify anyone in direct contact with the positive or presumed positive case
 - See "Communication Plan" for specifics of what should be communicated
- ☐ Notify church and preschool staff and volunteers:
 - Preschool Director will notify:
 - Preschool staff
 - Temperature Check Volunteer Coordinator
 - Coordinator will notify remainder of the volunteer team
 - Director of Strategic Operations will notify:
 - Office staff
 - Consistory
- ☐ Continue to keep preschool families, staff, volunteers, and church staff in the loop on:
 - Test Results
 - Changes to any previous communication
 - Open items/pending questions
 - When appropriate, the health of the individual(s) involved

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Considerations for school closure and quarantine due to confirmed or presumed COVID in the school:

- ☐ Exposure: has the individual been in contact with anyone confirmed or presumed to be COVID positive in the past 14 days?
- ☐ Symptoms: what specific symptoms have been noted?
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
 - Other: _____
- ☐ Timing of onset:
 - When were symptoms first noted?
 - When was the individual present in the building in relation to onset of symptoms?
- ☐ Interactions with other students and staff: with whom did this individual interact and when?
 - “Inner Circle” is considered at risk of spread – includes anyone in close contact (within 6 feet) for at least 10 minutes.
 - Immediate classroom
 - Consider – Stay and Play
 - Consider – Interaction with other classrooms
 - Consider – Shared equipment and spaces
 - Consider – Other activities (help in and out of cars, other unexpected situations what may have caused unplanned interaction)
- ☐ Testing: has the individual been tested?
 - When was initial test performed?
 - When were results received?
 - What were the results of the test?
- ☐ Other relevant information:
 - Evaluate guidance from CDC, local health authorities, and medical professionals
 - Generally, the “Inner Circle” is the only population that would be required to quarantine unless we are advised otherwise by the PA/Berks Department of Health.
 - In the spirit of maintaining a safe environment, we may be required to close the school until a deep cleaning can be performed in all areas.
 - This will be based on the specific role of the individual and their access to various areas of the building and their interactions with individuals at school.
 - If the individual was contained to a certain area of the building, it may not be necessary to close the entire school.



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COVID Event Communication Plan:

In the event of a COVID-related event, every effort will be made to communicate the following information:

Details of Exposure:

- The role of the individual impacted (student, staff member, volunteer, church staff, custodial staff, vendor)
- The timing of the onset of the symptoms
- The symptoms
- The timing of notification to the school
- The timing of the testing
- The result of the testing
- The current health status of the individual impacted

Details of School Actions & Communications:

- Indication of when school will be closed, if closure is required
- Timing of cleaning and any cleaning-specifics that may be important to share
- Indication of when families can expect additional communication
- Any other relevant information