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All Saints Preschool Health and Safety Guidelines

Updated February 17, 2021

INTRODUCTION

All Saints Preschool has created this document in response to COVID-19, a respiratory illness caused by a novel virus that has spread globally. The guidelines have been constructed to address prevention, detection, and response to occurrences of COVID-19. Our goal is to share ASP's reopening plan that addresses the areas of screening, cleaning, and social/physical distancing. Throughout this process, we have had to rethink our protocols to provide the safest possible environment for our community of families, children, teachers, and staff.

We continually monitor COVID-19 policies, however, the situation is dynamic and can change from week to week. We follow CDC recommendations and specific guidance from [Montgomery County Office of Child Care](#), [Maryland Department of Health](#), [Montgomery County Department of Health](#), and [Maryland State Department of Education](#).

We are planning to host in-person school for the 2021-22 school year, but please recognize that what is being presented is based on the latest findings; however, we will remain flexible throughout this process as we recognize this is an everchanging situation.

POSSIBLE SCENARIOS

In Person Learning

All Saints Preschool is prepared to provide in person learning, as scheduled, beginning on August 30, 2021. We are confident in our ability to follow the mandated and recommended health and safety protocols as we know young children learn best in person. All Saints Preschool is fortunate to have small class sizes, large classrooms, auxiliary space to spread out, and multiple outdoor options. Within classrooms, we will divide children into different spaces to allow for proper social distancing measures. Our outdoor spaces allow each class to spend as much time outside in their own dedicated space not used by other classes in a given day. Shared and high traffic areas are disinfected throughout the day and more thoroughly at the end of each day.

Virtual Learning from Home

All Saints Preschool is ready to pivot to virtual learning should the situation in our area worsen, and we are mandated for health reasons to close our building. Teachers will receive further training during staff orientation days to enhance their virtual lessons and provide engaging content for their students. There will be plenty of "live" virtual opportunities for children and teachers to engage, learn and play. We have put in place a dedicated time for teachers to meet with their students one-on-one via Zoom to track progress and make recommendations to parents on what to do at home to strengthen skills.



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COMMUNICATION WITH STAFF AND FAMILIES

Signs will be posted in highly visible locations (school entrances, hallways, classrooms, and restrooms) that promote every-day protective measures and describe how to stop the spread of germs, such as properly washing hands, properly wearing a cloth face covering, and practicing physical (social) distancing.

Parents and staff should make sure the school has updated emergency contact information, including contact phone number.

Important messages will also be included in school newsletters, teacher emails, and our website.

We will continue to educate ourselves on the latest COVID-19 related findings. Vital information will be shared with the entire community as it becomes available.

HEALTH & SAFETY

Health Screenings for Children and Staff

All children and staff will be questioned and screened for wellness upon arrival. All screenings will be conducted using PPE while practicing physical (social) distancing during morning drop off. Parents/caregivers will take their child's temperature on-site and show the results to the teacher or staff member at drop-off. In addition, parents are encouraged to take their child's temperature before leaving the home.

Screening Questions:

1. Does your child have any of the following symptoms?

- cough
- shortness of breath
- fever of 100.4 or higher
- chills
- shivering
- muscle pain
- sore throat
- headache
- loss of sense of taste or smell
- gastrointestinal symptoms (nausea, vomiting, or diarrhea)

2. Is your child waiting for a COVID-19 test result, been diagnosed with COVID19, or been instructed by any health care provider or the health department to isolate or quarantine?



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3. In the last 14 days, has your child had close contact (within 6 feet for at least 15 minutes) with anyone diagnosed with COVID-19 or suspected of having COVID-19 (i.e., tested due to symptoms)?

4. Have you traveled since last at school? (Please see page 11 for ASP's travel policy)

If the answer to ALL of the questions above is NO, the child may be admitted to school that day. If the answer is YES to *any* question above, the child will not be permitted to attend school.

If excluded, the individual will be required to seek medical attention. Once a medical clearance is received, which could possibly include COVID-19 testing, the individual may return. If the individual is waiting for COVID-19 results, a negative report must be received before re-entry.

Please note: Parents are required to sign the ASP COVID 19 Waiver prior to the start of school on August 30, 2021.

Staff Training

Staff will be required to complete all COVID-19 training before being cleared for work. The trainings will include: health screening, use of PPE, cleaning, sanitizing and disinfecting, physical (social) distancing, COVID-19 prevention, drop-off and pick-up protocol, and implementing curriculum with new guides and new daily routines. Staff will submit COVID-19 negative test results to administrator before returning to work.

Drop-Off and Pick-Up

Children in the 2-year-old program and above will continue to have morning and afternoon carpool. This limits foot traffic in our outdoor areas. **Please note: parents/caregivers will not be allowed inside the school.**

For drop-off, please pull into the parking lot and follow guidance from staff. After screening, your child's teacher will be ready to take your child and their belongings to the designated drop off point for your child's class. We ask parents (after temperature screening) to unbuckle children and get them out of the car.

For pick-up, your child's teacher will bring your child and their belongings to your car. We ask the parent/caregiver to help their child into the car and buckle them.

Please do not pass other cars in front of you during drop-off or pick-up.



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We ask Bumblebee families to park on Grafton Street and walk their child to the designated drop off point. For pick-up, please park on Grafton Street and meet your child at designated pick-up spot.

We will stagger drop off times to help carpool run more smoothly and efficiently and to reduce traffic. **The schedule for morning drop-off is as follows:**

Dragonflies – 8:45 a.m.
Caterpillars – 8:55 a.m.
Owls – 9:05 a.m.
Bees – 9:15 a.m.

Families with siblings may drop off both children at the earlier timeframe. If you have a Bumblebee, please drop off older child first, then park the car and walk your Bumblebee student to the designated drop off spot. If these times pose an issue for families with siblings, please contact Lisa Hollingsworth or Sara Tobin to possibly work out a different solution.

Please note: We will not be able to store strollers.

Families may drop off their child late due to scheduled doctor/dentist/other medical appointments only. A teacher/staff member will meet you outside the school to accompany the child to their classroom as parents/caregivers are not allowed inside the school. For planning purposes, teachers and administration must be notified prior to the day of your late arrival.

We will also stagger pick up times to help carpool run more smoothly and efficiently. **The schedule for afternoon pick-up is as follows:**

Bees – 12-12:10 p.m.
Dragonflies – 12:15 p.m.
Owls – 12:25 p.m.
Caterpillars – 12:35 p.m.

Families with siblings, you may pick up both children at the earlier timeframe. If you have a Bumblebee, you will need to park your car and pick up your Bumblebee student first from the designated pick-up spot, then get back in your car and go through the carpool line to pick up your older child.

Children can be picked up early. A teacher/staff member will bring the child outside as parents/caregivers are not allowed inside the school. For planning purposes, teachers and administration must be notified prior to the day of your early pick-up. At this time, children who are picked up early may not return to the school.

All individuals permitted to pick up your child should be listed on the Emergency Contact Form.



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If a parent/guardian arrives after these times, families will be charged a designated late fee - \$1 per every minute late. Please be respectful of the Preschool staff who have their own commitments after school hours.

Please keep in mind, the CDC recommends expectant mothers to consult with their doctor for individual recommendations on the safety of dropping /picking up their child from school. We recommend parents use the same person for pick-ups and drop-offs.

Mask Requirements

The Maryland Department of Health and Maryland State Department of Education per CDC guidelines strongly recommend that children less than 5 years of age who can wear a cloth face covering safely and consistently do so while at school. However, cloth face coverings should not be worn by children under 2 years of age and anyone who has trouble breathing, is incapacitated, or is otherwise unable to remove a face covering without assistance.

Specifically, the guidance says:

The use of cloth face coverings by children in a childcare setting should be guided by the following considerations which impact a child's ability to wear a cloth face covering safely and consistently:

- Some children, particularly younger children, may not be developmentally capable of wearing a cloth face covering without frequent touching of the mask or their face or attempting to take the mask off, or be unable to remove it safely without assistance;
- Some children with developmental or behavioral conditions may have difficulty tolerating cloth face coverings;
- Some children with respiratory conditions or other medical problems may have difficulty breathing or have other safety concerns when wearing a cloth face covering; and
- Some children with physical limitations may not be able to remove a cloth face covering without assistance.

Parents and teachers/staff should discuss the considerations above for an individual child, and consult with the child's health care provider, if necessary (e.g., for children with certain conditions such as asthma), to determine if an individual child is able to safely and consistently wear a cloth face covering while at school.

If parents deem their child is able to wear a cloth face covering, the covering should be worn all day with the exception of meals (children will be seated at tables 6 feet apart and only two children per table at opposite ends) and rest time (for those who stay for afternoon enrichment, rest mats will be separated by 6 feet).



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Teachers and staff will encourage the children to keep masks on by integrating the use in games. They will model proper use of masks which will encourage children to do the same. We ask that parents talk to their children at home about wearing masks.

Please know that ASP teachers and staff will not force children to wear masks if they are in distress or uncomfortable.

Parents should provide cloth face coverings for their own child/children. Parents should provide a sufficient supply of clean/unused cloth face coverings each day in their child's bag should a child's mask get dirty or contaminated. Cloth face coverings will be returned to families for proper washing/cleaning at home unless they are disposable. Parents should be sure the cloth face coverings are:

- Clearly marked with the child's FULL NAME
- Clearly marked and/or designed to distinguish which side of the covering should be worn facing outwards so they are worn properly each day.

Teachers and staff must wear cloth face coverings at all times during the school day. The only exceptions are when teachers take a break for a snack or refreshment in designated break areas set aside for such purposes.

Parents/caregivers must wear cloth face coverings during drop-off and pick-up, even while in their car.

Plastic face shields serve as an extra barrier and can only be used with the mask. It does not prevent the transmission of droplets.

Physical (Social) Distancing

Separate Entrances

To reduce traffic inside the building and to lower exposure, each class along with their teachers will be assigned separate **entrance/exit locations** as follows:

Dragonflies – Grafton Street Entrance (glass doors at the end of the parking lot driveway)

Caterpillars – Entrance closest to the sandbox off Oliver Street

Owls / Cubs/ Bees – Oliver Street Entrance

No Class Comingling

There will be no comingling of classes. We will keep an individual class together throughout the day and will not combine with other classes. As mentioned above, each class will have a separate designated area upon arrival and dismissal. Classes will not share spaces (they will only use their classroom and one outdoor space per day not used by any other class). This will help reduce potential exposures and possibly prevent our entire program from shutting down if exposure does occur. Students will alternate using playgrounds/outdoor spaces with each class



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rotating to a different outside space, one per day. Not only will this reduce exposure, but it will allow each class to experience the varying activities available in each space. Classrooms, play areas, public high contact areas, and offices are cleaned throughout the day and thoroughly at the end of each day.

For now, afterschool enrichment will only be offered to the Pre-K class and led by the Pre-K teachers. Our early bird program has been cancelled.

Floater

Floater will be used to support the existing classroom teachers and serve as built-in substitutes if other teachers are not in school. Floater will always wear clean PPE and wash hands upon entry.

Redesigned Classrooms

Classrooms will be redesigned to allow for social distancing. Specifically:

- props will be used to encourage social distancing such as hoops and play stations setup in the classroom (and outdoors).
- barriers using shelving and props will be used to divide the classroom and separate children. There will be markers so the child will know what space to play in.

Specials

Per MD Dept of Health guidelines that classes and teachers should not comingle, we have cancelled our music and PE specials. Classroom teachers will be incorporating music and PE into their daily curriculum. For chapel, families will receive a pre-recorded video from our Children's Minister as well as lesson activities to do at home.

Social-Emotional

Teachers/Staff will continue, as needed, to "hug" children and show emotional support with gestures and words, and as necessary for the safety of the child, a teacher or staff member may pick up a child (e.g. when child is sick, when child is experiencing severe emotional distress).

All Saints Preschool is committed to the following protocols:

- Eliminate large group activities.
- Limit the number of children in each space at one time.
- Increase the distance between children during table work.
- Plan activities that require as little close physical contact between children.
- Limit item sharing, and if items are being shared, remind children not to touch their faces and wash their hands after using these items.
- Minimize time standing in lines.
- Incorporate additional outside time.
- Wear masks in public areas.
- Frequent hand washing.



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Food Service

As always, parents/caregivers will send their child to school with a packed lunch. New this year, your child's lunch must be packaged up in a disposable bag. Please only include non-perishable items as we will no longer be able to refrigerate food. All items will be thrown away after lunch.

We do ask that you send your child to school with a reusable water bottle filled with water and clearly marked with your child's name.

Lunch bags will remain in the children's backpacks until it is time to eat.

All surfaces must be cleaned and disinfected before use. All staff and children must wash hands before and after meals. Teachers will wear disposable gloves and change gloves after helping each child unpack their lunch.

Increased Cleaning Protocols (CDC Recommendations)

ASP will now have a dedicated cleaner (we will no longer share cleaning staff with the church) who will work from 9 a.m. – 5 p.m. and will do cleanings throughout the day on high touch surfaces such as handrails, door knobs, light switches, tables, chairs, bathrooms, etc., as well as a deep cleaning of the school at the end of each day to include classrooms, bathrooms, toys, hallways, outdoor spaces, etc.

In addition, teachers will wipe down tables before and after eating, before and after art projects, and before and after any table work.

Children will have separate kits to avoid cross-contamination (individual kits will include scissors, markers, crayons, glue sticks, and other materials to do lessons and projects). These kits will be cleaned regularly.

Items in the classroom that cannot be easily sanitized will be removed from the classroom. These items include stuffed animals, dress up clothes, wooden toys, and fabric books.

Toys and play objects will be limited in the classroom and will be gathered up at the end of the day for disinfection. All Saints Preschool will only use EPA-approved cleaning products. As always, our carpets are professionally cleaned regularly.

Children will not be allowed to bring toys from home.

Children and staff will wash hands for 20 seconds upon entering the building and classrooms, after blowing nose, before and after using the bathroom, before and after administering medicine, before and after handling food or feeding a child, after handling trash can, before and after eating, before and after diapering/toileting, and whenever necessary. Cleaning in the



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bathrooms will occur after each use. Teachers will wipe down toilet seat, flush handle, sink, and faucet after each use with EPA-approved disinfectant.

Disinfecting wipes, hand sanitizer, tissues, disposable masks and gloves will be available in public areas.

Signage for washing hands, wearing face masks and social distancing will be located throughout the building to provide reminders and prompts for social distancing.

Exclusion, Quarantine and Closure

Children and staff will be excluded from school if they register a 100.4-degree fever (or higher) or answer yes to any of the symptom screening questions listed in the “Health Screenings for Children and Staff” section on page 3. Children and staff are required to stay home, monitor for symptoms, provide a health provider’s clearance and, in some instances, show a negative test result to COVID-19 to return to school.

Before Coming to School

It is critical that, if you or your child have one symptom of COVID-19 (fever, cough or difficulty breathing), or even mild symptoms, you or your child should stay home to avoid spreading illness to others. Seek medical attention and report results to Preschool Director immediately to discuss. The same protocols hold true for teachers and staff.

Child or Staff Exhibit Symptoms While at School

If a child exhibits symptoms or runs a fever while at school, we will isolate the child in our designated sick room with one adult. Arrangements will be made for them to be picked up as soon as possible. Parents/caregivers should contact their health provider immediately to monitor for symptoms and possibly have child tested. Note: If the sick child’s sibling is not showing similar symptoms, they will be allowed to remain at school.

If a teacher exhibits symptoms or runs a fever while at school, teacher will immediately be sent home, and a substitute teacher will back-fill for the teacher. We will first use one of our permanent floaters to fill this position. We have several staff available for this instance.

COVID-19 Diagnosis

If someone is diagnosed with COVID-19 in our community, All Saints Preschool will follow guidelines outlined in the [COVID-19 GUIDANCE For Child Care Facilities by the MD Department of Health and MD State Department of Education](#) and will work with and our local health contacts to determine next steps.



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Summary of Protocol When a Child, Family Member, or Staff Exhibit Symptoms of COVID-19

- Children and staff will be excluded from school if they register a 100.4-degree fever (or higher) or answer yes to any of the symptom screening questions listed in the “Health Screenings for Children and Staff” section on page 3.
- Children and staff with household members who are known to have COVID-19 will also be excluded from attending school for 14 days and required to show a negative test result before returning to school.
- If a child or staff member develops symptoms of COVID-19 and/or a fever of 100.4 or higher while at school, sick individuals will be separated from other children and staff. Staff members will be sent home immediately. Parents will be expected to pick up the child as soon as possible. Staff and parents should call their health care provider for further guidance.
- If a child or staff member tests positive for COVID-19, you should contact the local health jurisdiction to identify the close contacts who will need to quarantine and contact the Preschool Director. It is likely that all members of the infected child’s classroom would be considered close contacts.
- If ASP is notified of a confirmed case of COVID-19 among our staff, parents, or children, we will consult with the local health authorities to determine the next steps. This may result in one of the following steps: close one classroom, close the school for 14 days, or possibly longer, if advised by local health officials. If the infected individual with confirmed or suspected COVID-19 spent minimal time (i.e. 10 minutes or less) in close contact with those at school, the school may consider closing for 2-5 days to do a thorough cleaning and disinfecting and to continue to monitor for ill individuals.

Returning to School After Suspected COVID-19 Symptoms or a COVID-19 Diagnosis

- If a staff member or child has symptoms of COVID-19 or is a close contact of someone with COVID-19, they can return to school when the following conditions are met:
 - If individuals have fever, cough, or shortness of breath or other COVID-19-like symptoms and have not been around anyone who has been diagnosed with COVID-19, they should stay home away from others until 72 hours after the fever is gone and symptoms get better. A clearance note from a health provider will be required to return to school.
 - If the person’s symptoms worsen, they should contact their healthcare provider to determine if they should be tested for COVID-19. If an individual is diagnosed with COVID-19, they must remain out of the school for a minimum of 14 days after the onset of first symptoms. A clearance note from a health provider will be required to return to school.
 - If an individual has come into contact with someone diagnosed with COVID-19, whether they themselves have symptoms or not, they should notify the Preschool Director and monitor their health for fever, cough, and shortness of breath as well as other COVID-19-like symptoms during the 14 days after the last day they were in close contact with the sick person with COVID-19. They should not come to



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school and should avoid public places for 14 days. A clearance note from a health provider will be required to return to school.

Travel Policy

We recommend that non-essential travel should be avoided at this time. Consider the risks and benefits related to any upcoming essential travel and evaluate other options, such as postponing, cancelling, or participating virtually. Check the latest information on affected areas and any travel health notices.

- Prior to travel, ASP must receive the following information from families:
 - Dates of travel
 - Destination
- If you or your family engage in overnight stay travel outside the DC Metro area (DC, Montgomery/PG County and Northern Virginia), but within the states of Virginia, West Virginia, Pennsylvania, or Delaware, wait 3 days (72 hours) after your return and get a PCR test. When a negative test result is received for all family members in the household and shared with ASP staff, the child may return to school, providing they are not exhibiting any cold or flu-like symptoms.
- Regardless of mode of transportation (car, RV, boat, plane, train, or bus), overnight stay travel to any state in the USA not listed above, Canada, Mexico, Caribbean, Central America, South America or anywhere else outside the Western Hemisphere, wait 3 days (72 hours) AFTER travel, get a PCR test; THEN stay home and self-quarantine for 7 days. Even if you test negative, stay home and self-quarantine for the full 7 days.

We understand that during the fall children experience the inevitable fevers and sniffles which will not be related to COVID-19. We will follow our current health policy in the Parent Handbook, as well as the new guidelines outlined above. We will always err on the side of caution, as the health and well-being of our students, teachers, and staff is our highest priority.

Tuition During Quarantine

If your child's class is closed for an outbreak, virtual learning will be offered to families affected by the closure at a 7.5% discount per day for all virtual days.

Immunizations

In addition to monitoring for COVID-19 symptoms, All Saints Preschool will be checking that all children are up-to-date with their immunizations (measles, etc.).



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Adequate Sick Leave

Due to self-quarantining procedures, teachers and staff are provided their regular Sick & Safe Leave, as well as increased leave mandated by the Federal government in the Families First Coronavirus Response Act.

Vaccination

Per CDC, it's possible a vaccinated person can pick up, carry, and spread the virus that causes COVID-19 to others. While a vaccination should keep a person from getting symptoms, there's a chance they can still pass the virus to others. So out of an abundance of caution, we are asking families to adhere to our policy regarding travel and exposure even if vaccinated, until we hear further information from the CDC.

Home/School Partnership

Our home/school partnership has never been more important in keeping our community healthy. We must work together and trust each other to mitigate health risks through our own personal choices and vigilance in adhering to health standards. We ask our families and staff to continue abiding by the following practices in order to keep our community safe:

- Wear masks when in public and when visiting friends.
- Ensure all visitors to your home wear a mask and have not received a positive test result.
- Keep a safe physical distance from others in public and when visiting friends.
- Make safe and smart choices in one's personal life to minimize the risk of exposure.
- Stay home if you have symptoms of illness or someone in your family has symptoms.
- Consider travel plans and follow travel policy found on page 11.
- All community members are further expected to adhere to any restrictions included in any Executive Orders issued by the Governor, or other recommendations issued by the CDC and state and local agencies.
- All community members must report potential exposure or positive tests for COVID-19 immediately to All Saints Preschool.

WHAT CAN YOU DO TO PREPARE?



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- Mask Wearing – Start wearing a mask for longer periods of time. Encourage children to wear masks too – even at home for practice. Remind them that wearing a mask is about helping and protecting others.
 - Encourage Independence – To help children on their return to a socially distanced school environment, encourage self-help skills at home like:
 - Opening and closing food items
 - Packing and unpacking bags
 - Cleaning up on their own
 - Washing hands properly for 20 seconds with soap and water
 - Cough or sneeze into the bend of your arm if not wearing a mask
 - Avoid touching your face
 - Show them what 6 feet apart means
 - Putting on their jackets, gloves, hats
 - Asking for help when they need it or if another child is upsetting them
 - Consider Travel Plans – See the School’s travel policy on page 11.

If you have any questions at all about the information in this document, please contact Lisa Hollingsworth or Sara Tobin.

PLEASE KNOW GUIDELINES OUTLINED IN THIS DOCUMENT MAY BE SUBJECT TO CHANGE BASED ON THE HEALTH CONDITIONS IN OUR AREA AND UPDATED GUIDANCE FROM THE CDC, MD DEPT OF HEALTH, MONTGOMERY COUNTY DEPT OF HEALTH, AND THE MD STATE DEPT OF EDUCATION.