



PTCUMC Weekday School COVID-19 Policies and Procedures

With the current pandemic, we want to do our best to ensure a safe and clean environment for your child to learn and play. Although we all want school to resume as normal, we will be implementing temporary changes to our program to comply with the guidelines and recommendations provided by the CDC, the Department of Early Care and Learning (DECAL), the North Georgia Methodist Conference and the leadership of the PTCUMC. Our intent is to resume normal operations as soon as possible.

Any questions regarding these policies should be directed to the Weekday School Director, Carolyn Long at carolyn.long@ptcumc.org or 770-486-5538.

COVID-19 Policies and Procedures

The health, safety, and well-being of the PTCUMC Weekday School students, staff and families is always of the utmost concern in our operations and is a driving force for establishing health and safety policies and procedures. As we face this unprecedented public health emergency of COVID-19 Coronavirus, PTCUMC Weekday School will require that all staff and families abide by these newly established policies and procedures. These policies and procedures are set up as a means of supporting and protecting our children, families and staff. **Because the COVID-19 pandemic is a fluid situation, we recognize that these policies and procedures are subject to change as they may need to be revised in response to changing trends and/or knowledge about the virus.** Any changes will be communicated to families. All questions regarding these policies and procedures should be directed to the Weekday School Director, Carolyn Long at carolyn.long@ptcumc.org or 770-486-5538. Thank you for partnering with us to be able to continue to safely care for your child and help them thrive during this pandemic.

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 (100F 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 of 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 immune compromised
 - People with severe obesity
 - People with diabetes, chronic kidney disease undergoing dialysis, and/or liver disease
 - People who are pregnant

➤ **Tips for Parents:**

- Practice and reinforce hygiene with your family.
 - Teach your child to wash hands often for 20 seconds (sing Happy Birthday) with warm soapy water, but especially after going to the bathroom, before and after eating, and after blowing their noses, sneezing or coughing. Use hand sanitizer with at least 60% alcohol as a substitute for soap and water when needed.
 - Teach your child to cover coughs and sneezes with a tissue or elbow.
- Keep your child home if they are sick with any illness. Contact your doctor to discuss your child's symptoms. Students may return after 48 hours symptom free without medication.
- Keep your child home if anyone in your household has symptoms, has been diagnosed, tested for or been exposed to COVID-19. (Refer to page 6, Response to COVID-19 exposure)
- Communicate any absences to the Weekday School office and/or your child's teacher.
- Please save the Weekday School phone number in your contacts 770-486-5538 and be available to pick up your child within 30 minutes of a call.
- Be prepared with a backup plan for childcare in the event that our school must close your child's classroom or the entire school due to positive COVID-19 exposure.
- Once you return home, wash your child's hands, change clothing and sanitize shoes and backpacks.
- Stay informed. This health emergency situation is one that changes rapidly.

➤ **Preventing the virus from entering the building:**

PTCUMC Weekday School will take all necessary precautions to keep the COVID-19 virus from entering the building. These steps include:

- Only allowing staff and children in the building who are required/authorized for daily operations.
- Drop-off and pick-up for children in 3s, 4s and Kindergarten classes will be done through the carpool line only.
- For children in babies, 1s, and 2s classes, one adult will be allowed in the building for drop-off and pick-up only.
- If you need to pick up your child at a time other than regular pick-up time, please call/email/send a note so that we can have you child ready to be picked up at the door by our little playground.
- Restricting visitors – Visitors, including parents, will not be allowed in the Weekday School area unless authorized by the PTCUMC Weekday School administration or the church leadership.
- Daily health screening, including temperature checks, will be conducted daily for all staff upon arrival. Children will have random and periodic temperature checks. The following questions will be asked of staff daily:

1. Do you have a fever of 100 degrees Fahrenheit, cough, shortness of breath, difficulty breathing, other respiratory problems, or at least two of the following symptoms: chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell?
 2. Have you had any of these symptoms since the last time you were here?
 3. Have you been in contact with anyone with these symptoms since the last time you were here?
 4. Have you potentially been exposed to COVID-19 or have any reason to believe you/they have COVID-19?
- Daily health screenings for children should be done prior to drop-off by a family. A home screening should consist of a temperature check and answers of no to the following questions:
 1. Do you have a fever of 100 degrees Fahrenheit, cough, shortness of breath, difficulty breathing, other respiratory problems, or at least two of the following symptoms: chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell?
 2. Have you had any of these symptoms since the last time you were here?
 3. Have you been in contact with anyone with these symptoms since the last time you were here?
 4. Have you potentially been exposed to COVID-19 or have any reason to believe you/they have COVID-19?

Anyone exhibiting COVID-19 symptoms will be excluded for the period outlined in the School-Wide Response to Positive COVID-19 Exposure section.

➤ **Preventing the spread of the virus within the building:**

- Children will remain with their class during the school day.
- Children will not be gathering in groups and will maintain social distancing as much as possible.
- We will not be offering Lunch Bunch at the beginning of school. We are developing protocols to safely offer the optional lunch bunch hour for 3s and 4s classes in October.
- Classroom furniture will be placed in a manner that promotes as much spacing/separation as possible.
- Playground times will be staggered with one class at a time.
- Children will bring a water bottle from home. Children will be spaced out as much as possible within their classrooms during meals and snacks.
- Sensory play with items such as rice, beans, playdough, and sand will be limited as much as possible. When sensory play does occur, items will be disinfected in between children or single use only.
- Teachers will be using our outdoor space as much as possible for activities and lessons.
- Children will be reminded not to touch their eyes, nose and mouth.

- Proper hand washing and hygiene practices will be used for children and staff throughout the day. Children and staff should wash their hands for a period of 20 seconds with warm water and soap:
 - Upon arrival into the classroom in the morning.
 - Before and after eating meals and snacks.
 - After blowing their nose, coughing, sneezing or when in contact with any bodily fluids.
 - After toileting or changing diapers.
 - After playing on the playground.
- Hand sanitizer with at least 60% alcohol may be used in lieu of handwashing when needed.
- Staff members are required to wear masks/face shields during arrival, dismissal, in common areas and when in close contact with children and coworkers.
- Children in 3s, 4s and Kindergarten classes will need to wear a mask at drop-off, pick-up and in common areas. Children in babies, 1s and 2s will not be required to wear a mask.

➤ **Cleaning Practices:**

PTCUMC Weekday School will continue to follow best practices for hygiene, cleaning 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 cleaned throughout the day as needed and at the end of each school day. Toys that cannot be cleaned will not be used. Classrooms and bathrooms will be cleaned and disinfected at the end of each day as well.

➤ **Arrival and departure procedures:**

We apologize for the inconvenience, but in an effort to keep everyone safe, parents/caregivers of children in 3s, 4s and kindergarten classes will not be able to walk children to class. Children in these classes must be dropped off and picked up through the carpool line. Parents/caregivers of children in the babies, 1s and 2s classes may have one adult walk their child into class and pick-up in the afternoon. These adults must wear a mask at all times.

➤ **Children or staff who develop symptoms of COVID-19 during the day:**

Any child or staff member who develops symptoms during the school day, will be removed from the classroom and sent home as soon as possible.

PTCUMC LEADERSHIP BOARD has sent new guidelines for adults/teachers wearing masks working with children.

MASKS ARE OPTIONAL BEGINNING MONDAY, NOV 1ST.

OUR SCHOOL COVID POLICY HAS BEEN AMENDED AS WELL:

School-Wide response to COVID-19 exposure:

In the event that an enrolled child or staff member tests positive for COVID-19, PTCUMC Weekday School will take the following steps. We will maintain confidentiality.

- Staff members and students will be expected to follow our church's policy for returning to Weekday School as outlined below:
 - **Positive COVID-19 test – THIS STAYS THE SAME**
If a staff member or student tests positive for COVID-19, they must stay home for 10 days. The Georgia Department of Health will be notified, and we will follow their guidance and recommendations. Parents in that classroom will be notified of a positive COVID-19 case (confidentiality will be maintained). A deep cleaning of that classroom will occur. The class will be shut down for a period of 10 days. Any person testing positive for COVID-19 will need a negative test result and be symptom free for 48 hours before returning to school.
 - **Exposure to someone living in the same household (with or without symptoms) – CHANGES MADE**
If a staff member or student has been exposed to someone who has tested positive for COVID-19 and lives in the same household, they must stay home for 10 days **or after 5 days, test negative** and be symptom free for 48 hours to return to school. Parents in that classroom will be notified of the situation (confidentiality will be maintained), but the class will remain open.
 - **Exposure to someone who does not live with you (With or without symptoms) – CHANGES MADE**
If a staff member or student has been exposed to someone who has tested positive for COVID-19, but does not live in the same household, they must stay home for 10 days **or after 5 days test negative** and be symptom free for 48 hours before returning to school. **OR return to school while masked for 5 days/test negative and be symptom free for 48 hours to remove mask.**
 - **Symptoms but no exposure**
If a staff member or student is experiencing symptoms, but has had no exposure risk, they should stay home until they are symptom free for a period of 48 hours without the aid of medication. The classroom will remain open.