



St. Andrew Health and Safety Procedures and Guidelines

2021 – 2022 Returning Safely



St. Andrew Preschool Health and Safety Protocols and Procedures COVID-19

The primary concern of St. Andrew Preschool is the health and well-being of our children, families, and staff. Therefore, St. Andrew Preschool adopts this policy to comply with the recommendations of St. Andrew UMC, the Collin County Health Department, and Child Care Licensing, relating to children, families, and staff members.

This policy provides St. Andrew Preschool families and staff with the school's preparedness and response plan, infection prevention measures, and health screening measures. Our goal is to be transparent with our families in the operational pattern in response to COVID-19. St. Andrew will continue to monitor developments and provide guidance as needed.

St. Andrew Preschool may adjust protocols to address specific needs or circumstances to protect the health and safety of students, staff, and families.

To maintain the healthiest environment for ALL, it is vital that students and staff who display symptoms of illness remain at home.

Drop Off / Pick Up Procedures

During the first week of school families will be invited into the building to drop off and pick up student(s).

On week two we will begin morning carpool drop off and in person pick up.

Families are to wear a mask any time they are in the building, and children ages 0-12 are on campus (to pick up in the afternoon, to volunteer, etc.) and we ask that only one parent or caregiver come into the building for afternoon pick up. Please enter and exit the building as efficiently as possible.

A detailed Carpool Protocol and Procedure video will be emailed to families prior to the start of school.

Health Screenings

All staff and visitors should self-screen for Covid-19 symptoms daily. Families should screen their student(s) for Covid-19 symptoms daily. All students, campus visitors, and volunteers will be required to complete a Covid-19 screening upon check in.

The following individuals must be screened every day before entering the St. Andrew Preschool:

- St. Andrew Preschool employees
- Children enrolled in St. Andrew Preschool
- Persons with legal authority to enter, including law enforcement officers, Licensing staff, and Department of Family and Protective Services Staff

Health screenings will include both a temperature check (students and staff are asked to take temperatures BEFORE coming to school). A health questionnaire will be a part of the digital sign in process through the Pro Care Connect App for students.

Daily Health Check Screening Questions

The health questionnaire will ask if your child has been, within the last 14 days:

- Diagnosed with COVID-19
- In **contact** with someone recently diagnosed with COVID-19
- Exposed to anyone who had **contact** with someone recently diagnosed with COVID-19
- A participant in international travel to a country requiring a 10-day self-quarantine as designated by the CDC

Contact: interactions within six (6) feet of an infected person for at least 15 minutes

Illness Exclusion

Students/ staff should not enter the preschool if they have any of the following symptoms:

- Sick with symptoms that could be Covid-19
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea/diarrhea
- Nausea
- Fatigue
- Congestion/runny nose
- Known close contact with a person who is lab-confirmed to have COVID-19
- Known close contact with a person with any infectious disease

Return to school for an illness other than COVID-19

When students/staff are ill, they must not return to school until they are symptom free without medication for 48 hours.

If a Child Develops COVID-19 Symptoms at St. Andrew Preschool

Addressing the Symptomatic Child

If a child begins developing COVID-19 symptoms while at St. Andrew Preschool, a member of the administration will contact the child's parent/guardian immediately. The child will be removed from his/her classroom and relocated to the infirmary. A staff member will remain with the child until he/she is picked up from school. Parents will need to pick up a sick child within 30 minutes of being notified. Depending on the circumstances, St. Andrew Preschool will take other steps as necessary for the safety of other children and staff, including notifying families and staff of possible exposure, contact tracing procedures, closing St. Andrew Preschool, and taking the necessary infection control measures. Please make sure all contact information on the Enrollment Form is always current and up to date throughout the school year.

Reporting COVID-19 Diagnosis

In cases where a child or staff member has a confirmed case of COVID-19, St. Andrew Preschool will report the case within 48 hours of learning about the diagnosis to the following groups:

- Collin County Health Department
- Child Care Licensing
- St. Andrew Preschool families & staff

With regards to the child/ staff diagnosed with COVID-19, St. Andrew Preschool will keep his/her identity confidential to the extent possible as required by law.

When a student or staff member tests positive, the parent or staff member will be asked to provide a copy of the PCR or antigen test results to the Director. The Director will evaluate each positive case and provide a return to school date.

Infection Prevention Measures

In cases where a child has a confirmed case of COVID-19, St. Andrew preschool will:

- Follow any required directives, recommendations, and guidelines from Collin County Health Department
- Follow any required directives, recommendations, and guidelines from Child Care Licensing
- Implement necessary infection control measures
- Contact-trace any close contacts the child or employee experienced while at St. Andrew Preschool
- Deep clean areas of the building that are heavily used by the individual with a lab-confirmed case (student/staff)

Return to St. Andrew Preschool

For any child with confirmed or suspected COVID-19, St. Andrew Preschool will follow the procedures below as to when the child can return to St. Andrew Preschool.

In cases where a child has a confirmed case of COVID-19, the child will:

- Self-quarantine for a total of 10 days
- Return to St. Andrew Preschool when the following three (3) criteria are met:
 1. Two days (48 hours) have passed since resolution of fever without fever reducing medication AND
 2. Improvement in respiratory symptoms (cough, shortness of breath) AND
 3. Ten (10) days have passed since COVID-19 symptoms first appeared

In cases where a child who has symptoms that could be COVID-19, and does not get evaluated by a medical professional, or tested for COVID-19, the child is assumed to have COVID-19, and the child may not return to St. Andrew Preschool until the child has completed the same three step criteria listed above.

If the child has symptoms that could be COVID-19 and wants to return to St. Andrew Preschool before completing the above self-quarantine period, the child's parent/guardian must obtain a medical professional's note clearing the child for return based on an alternative diagnosis or a negative test result.

Unvaccinated staff members displaying Covid-19 symptoms will follow the protocols listed above. However, anyone who has had close contact with someone with COVID-19 and who meets the following criteria does **NOT** need to stay home.

- Someone who has been fully vaccinated and shows no symptoms of COVID-19
- Or**
- Someone who has COVID-19 illness within the previous 3 months **and**
 - Has recovered **and**
 - Remains without COVID-19 symptoms (for example, cough, shortness of breath)

Hygiene Stations

Parents and staff will use hygiene stations located at the front door upon entering the facility. Alcohol based hand sanitizer will also be available on the check in stations located outside of each classroom.

Hand Washing

Children will be required to immediately wash their hands upon arrival in the classroom.

Each classroom will have a sand timer that the teacher will use to regulate (20 second) timed hand washing.

Throughout the day, children will wash their hands frequently with warm, soapy water. St. Andrew Preschool will also have hand sanitizer available at all entry doors and in classrooms serving children 24 months and up.

Children will wash hands and/or use hand sanitizer before and after playing on the playground.

Environmental Protocols

- All frequently touched surfaces such as light switches, doorknobs, handles, faucets, counter tops, tables, chairs, sinks, toys, etc. will be disinfected before the arrival of any students, throughout the day and after dismissal.
- An enhanced, thorough cleaning will be performed each evening by the church custodial staff in all areas of the school. St. Andrew Preschool will continue to follow NAEYC's guidance on daily cleaning, sanitizing, and disinfecting procedures.
- Children and staff will wash hands frequently and regularly with soap and water for at least 20 seconds throughout the day.
- Staff will have access to disposable gloves, disinfectant solution, anti-bacterial wipes, and handsanitizer
- Staff will spread the children out appropriately during classroom activities, snack, lunch, andnaptime.
- Enrichment classes will have time between classes to allow time to disinfect resources and classrooms.
- Increased ventilation and HVAC air filtering where possible in classrooms and indoor common areas.
- Staff will be encouraged to enjoy and utilize our outdoor learning spaces for lunch and other learning experiences.

Staff Health and Safety

- St. Andrew will require all staff who work in close contact with ages 0-12 years old to wear a mask.
- Vaccinated individuals are not required to quarantine if they have received their final dose more than 2 weeks prior to exposure and have remained asymptomatic since the current exposure. However, fully vaccinated people should get test 3-5 days after exposure.
- All staff must stay home when feeling sick.
- Staff will take temperatures before reporting to work. Staff will be sent home if they exhibit any signs of illness.
- Staff will immediately wash their hands upon entering the building. Signage describing proper hand washing technique will be posted at all sink areas.
- Signage describing proper respiratory etiquette will be posted in common areas.
- Staff will follow the same listed protocol as a student in the case of infection and return to school.

Student Health and Safety

Children are welcome to wear a mask as they or their parents choose. If a child is unable to keep the mask on properly and use it safely, they will be asked to remove it and put it in their school bag.

Siblings of close contacts DO NOT need to quarantine UNLESS the close contact develops symptoms or test positive.

If a member of the student's household tests positive and cannot stay away from the positive case, the student will need to stay home until the positive case is recovered before they begin their quarantine. Otherwise, it's based on the last day of exposure to the positive case (with that being day 0).

Overall Health and Safety

If a staff or student has previously tested positive for Covid 19 and recovered in the past three months, comes in close contact with a new Covid case, they will not be required to quarantine if they remain symptom free.

Prohibition of Disclosure

To maintain requirements allocated through HIPPA the identity of any staff or student with COVID -19 symptoms or a confirmed diagnosis must remain confidential and only be discussed with the Director.

Mixing Classrooms/Combining Children

Students will remain with their classroom teacher and classmates throughout their school day. Students will transition to the Playground, Motor Movement and Literacy Classroom during the day. All other enrichment classes (Music, Sacred Circle, Spanish, Learning with Out Tears, Library, etc.) will be taught in the student's classroom. Students will be invited to participate in Chapel by age levels.

Snack & Lunch

All surfaces will be disinfected before snack & lunch.

All staff and children will wash hands before and immediately after snack & lunch.

Each child's snack & lunch must be packed in individual containers and labelled with the child's name.

Communication

- All families will receive an email notifying them when a positive Covid-19 case has been identified at school.
- If the current situation changes and it becomes necessary to update our procedures or close our program temporarily, we will notify families via email to the primary account holders email address.

Parents are asked to immediately notify St. Andrew Preschool if you become aware of any person with whom your child or family has had contact with that:

- 1) exhibits any of the symptoms listed above,
- 2) is advised to self-isolate or quarantine, or
- 3) has tested positive or is presumed positive for COVID- 19or any other infectious illness.

Travel

Families must notify St. Andrew Preschool prior to returning to school of any travel outside of the United States. St. Andrew Preschool reserves the right to exclude a child(ren) from care if they or a member of the household has traveled to a country that has been identified by the CDC as an “at risk” country.

Currently, there is no mandatory self-quarantine for travel within the United States. Should the federal or state government institute a mandatory self-quarantine, St. Andrew Preschool will follow any mandatory self-quarantine guidelines.

Contingency Plan

St. Andrew Preschool follows the Plano ISD calendar as a guideline. During the period in which PISD is E- learning only, St. Andrew Preschool will also be closed for in person instruction. St. Andrew Preschool will consider the date in which PISD resumes in person learning to determine when our school will open.

Pandemic Tuition Policy

During a “required” closure enrichment learning opportunities will be provided by the Age-Level Teams. Age-Level Facebook classroom pages will be created to view recorded lessons that follow the planned thematic instruction. Activities will include thematic studies, work jobs, cooking ideas, outdoor activities, dramatic play ideas, gardening ideas, virtual field trips, journaling for older students, and online links for story readings, music, and bible lessons.

Should St. Andrew Preschool need to close for Pandemic reasons, full tuition will be due for the first two weeks of closure. If the center is closed longer than two weeks, 50% of tuition will be due. Parents may give a 30-day notice to withdraw from the program if they feel it is in the best interest of their family. 50% of the tuition will be due during the 30-day notice period. To re-enroll in the program after withdrawing, a full registration fee will be required.

Disclosure Statement

I understand that outside of care, to control my child’s exposure in the community, I will comply with all state, county, or local stay-at-home orders. I will immediately notify St. Andrew Preschool if I become aware of any person with whom my child or I have had contact exhibits any of the symptoms listed above, is advised to self-isolate, quarantine, or has tested positive, or is presumed positive for COVID-19 or any other infectious illness.

This policy does not otherwise modify or amend the 21-22 St. Andrew Preschool Parent Handbook.

Summary of main points:

- **St. Andrew will require all staff and volunteers who work in close contact with ages 0-12 years old to wear a mask. St. Andrew will continue to monitor developments and provide guidance to our staff and volunteers as needed.**
- **Students ages 2 and above are welcomed to wear mask. Masks are optional for students. It is important to note NO classroom placements or schedules will be based on vaccination status or mask preference.**
- **St. Andrew Preschool families are to wear a mask any time they are in the building and children ages 0-12 are on campus (to pick up in the afternoon, to volunteer, etc.) and we ask that only one parent or caregiver come into the building for afternoon pick up.**
- **Students and staff are asked to take temperatures BEFORE coming to school.**
- **Students and staff who are showing symptoms of Covid-19 and /or test positive will be excluded from school for 10 days.**
- **When a student or staff member test positive, the parent or staff member will be asked to provide a copy of a negative test result to the Director. The Director will evaluate each positive case and provide a return to school date.**
- **St. Andrew Preschool will continue to monitor and communicate any changes with parents throughout the school year.**