

## COVID Response Procedures

Updates:

6/26/2020, 7/16, 7/22, 7/29, 8/14, 10/29, 8/11/21,  
9/28/21

The following document outlines FUMC Preschool's response to requirements/guidelines/recommendations from the CDC, the Fairfax County Health Department, the Virginia Department of Health and numerous other sources. Please note that these procedures are subject to review and may change in response to ongoing COVID developments.

FUMC Preschool is a state-licensed child care facility.

### Group Size Limits

- Our 2-day 3s class will not exceed 12 students and the required 2 teachers. (Room 105)
- Our 3-day 4s class will not exceed 14 students and the required 2 teachers. (Room 105)
- Our 5-day 4s/PreK class will not exceed 12 students and the required 2 teachers. (Room 106)
- Our 5-day Kindergarten class will not exceed 16 students and the required 2 teachers. (Double room 103 & 104)
- Lunch Bunch will not commence until September 13, 2021. It will initially be available to the 3-day 4s class, and will not exceed 8 students and the required 2 teachers. This is dependent on a minimum participation of 4 students. (Room 105)

### Social Distancing

**Guidelines note that social distancing amongst young children is problematic. A distance of three feet apart is to be strived for but is an ideal that is simply not possible at all times with young children. It is specifically noted that groups should not combine and that groupings of students and accompanying staff should remain consistent.**

- Class sizes will be limited as above. The largest class, Kindergarten, will occupy our largest classroom which is twice the size of a typical classroom and has windows all the way around the room and two bathrooms. (An aid to infection control, see below.)
- We will allow both drop-off and pick-up to occur during 15 minute windows to help spread out the incoming and outgoing traffic.
- Classes will not intermingle and teachers will be consistent. (Substitute teachers will be as consistent as possible.)
- Teachers will be encouraged to arrange classrooms to facilitate individual and small group play.
- Visitors are not allowed in class until conditions allow.
- Field trips and in-house specials are temporarily suspended.
- Social distancing reminder signage will be displayed.
- Outdoor time will be a priority. Only one class will be allowed on the playground at a time. Only in-session students and staff members will be permitted access to the playground. The playground will be locked outside of school hours.

## Infection Control

**Guidelines for infection control include: robust handwashing and sanitizing procedures, touchless check-in procedures, daily health surveys, avoidance of items not easily cleaned, separated belongings, posted signage, physical floor guides, and hand cleaning stations at entry.**

Drop-Off and Pick-Up occurs during 15 minute intervals to help reduce crowding. Drop-off will occur between 8:45am and 9:00am. Pick-Up will occur between 11:45am and 12:00pm for the morning preschool and from 1:45pm to 2pm for the Kindergarten. Lunch Bunch Pick-Up will occur at 2:00pm.

-There will be a check-in station in the building entry at which confirmation of the submission of the Daily Health Survey will occur and hand sanitizer will be available. There are two hand sanitizer dispensers at the entry door to the preschool, one wall-mounted and one on a stand, as well as a wall-mounted dispenser in the preschool office. Hand sanitizer will be available only to the teaching staff in each classroom to be used at their discretion as it is inadvisable for children to have direct access to a toxic substance.

-Students will be escorted from the Check-In Station to class by a staff member. Those who accompanied the student into the building will exit the building from the Check-In Station. If a problem ensues at this separation, the student and accompanying individuals may opt to be escorted to a neutral non-classroom area to get things sorted so the student may then be escorted to class.

-Attendance is recorded on an iPad. Data will be entered by a preschool staff member so sign-in will be touchless.

-Families will submit online or on paper, a Daily Health Survey. This will be required before entry can be granted.

-Families will be required to sign an annual waiver confirming they are aware of our COVID procedures and agree to them. Families and staff will be notified that any possible COVID symptoms in any member of their family must be reported *immediately* to the Director.

-As a facility beholden to state inspection, FUMC Preschool already has in place a strict regimen of handwashing and sanitizing procedures, as well as proper hygiene and germ-reduction practices education. (We will augment our sanitizing and custodial cleaning as follows below in "Sanitizing Procedures.")

-As has always been our practice, student belongings are accommodated on individual wall-mounted hooks or in individual cubbies and students and staff will be well-versed on germ spreading reduction practices.

-Classroom windows will be kept open as much as is possible. A child-safe fan(s) will run continuously in each classroom. When weather prevents open windows, we will run large room air purifiers.

-Books, toys, and manipulatives will be limited in number in the classroom and will be rotated to provide fresh ones each day.

-Outdoor time will be a priority. Only one class will be allowed on the playground at a time. (As stated above.)

-Music, chapel time, and Spanish Language Instruction will be held for one class at a time and outside in the courtyard whenever possible. One teacher will conduct the session, will have passed our Check-In and will be socially distanced.

-All students will have their own box of supplies such as crayons, markers, scissors, etc. for their own use only. This box will be stored in an assigned individual cubby. Coats and backpacks will be hung on individual hooks just outside the classroom.

-All “soft items” such as pillows, blankets, and stuffed animals are removed from the classrooms for the foreseeable future as they cannot be thoroughly cleaned every day.

### **Sanitizing Procedures**

**Guidelines state that all frequently-touched surfaces should be cleaned and disinfected every day with an EPA-approved disinfectant.**

-There will be a custodial checklist and a teacher/staff checklist delineating specific cleaning/disinfecting steps that need to be done daily or on a different regular schedule to include: mopping the floor, thoroughly cleaning the sink areas and bathrooms, and disinfecting frequently-touched surfaces in the classroom such as the tabletops.

-The cleaner we use regularly in the preschool is approved for use in the early childhood classroom and is fully stocked. We are also fully-stocked with an EPA-approved hospital-grade disinfectant specifically approved for use during COVID-19.

-Office staff will contribute to cleaning and disinfecting procedures as needed.

### **Facial Coverings**

**Guidelines state that staff and children should use face mask coverings when physical distancing cannot be maintained, as is medically and developmentally appropriate.**

-Teachers and any other staff will wear a mask while interacting with students. However, some exceptions are possible, see below.

[Note –I must reserve the possibility that a child may be frightened and need to see a calm face. Likewise, a teacher may decide to lower her mask behind a face shield to be seen as she reads so the children will see the enunciation of the words. In such instances, social distancing must be maintained if possible.]

-All students must wear a face mask indoors and outdoors at all times, except when eating or drinking. FUMC Preschool can provide masks if needed.

-If a child refuses to wear the mask, we will contact the family rather than attempt to force them to wear it.

### **In the Event of**

If a student or staff member becomes symptomatic, it is possible they will not be allowed to return without a statement from their doctor and/or a negative COVID negative test result. This is up to the discretion of the Director. As per usual, tuition will not be reimbursed for absence due to illness.

If there were to be a case of COVID detected amongst the preschool staff or students, their families, or the staff or congregation of the Church, the Health Department would be notified immediately. This would likely cause temporary closure of a class or possibly the preschool. [Please note that the Board of Trustees has the authority to exceed the recommended closure dictated by the Health Department.] We are prepared to provide distance learning via Zoom during such possible absences and tuition will continue uninterrupted. Any paid Lunch Bunch sessions during closure will be reimbursed. However, a very lengthy or full year closure of the preschool will result in refund of any outstanding tuition from the end of the month of closure and no further programming until such time as conditions make reopening possible.

### **Additional**

I remain very proactive in my personal dedication to maintaining a high level of COVID awareness and education. I am committed to being aware, informed, responsive and also responsible for the preschool's handling of COVID procedures. I and the entire preschool staff always endeavor to maintain as safe an environment as is possible and we will remain vigilant and flexible and responsive with regard to COVID precautions.

I am aware that circumstances with regarding COVID are still fluid and unpredictable. I stand ready to take whatever action is necessary and appropriate at any given time to protect the preschool students and staff. I am also aware that I have support from and am beholden to our Church staff, my staff and the preschool families, the Preschool Board, the Board of Trustees, the local Health Department and my Licensing Inspector and Virginia Social Services in making decisions that affect the health and welfare of our students and staff.