

# **Coronavirus (COVID-19) Policies, Protocols, & Procedures**



**Messiah Child Enrichment Program (CEP)**

**August 16, 2021**

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# Welcome

Welcome to CEP's 36<sup>th</sup> year! We are excited to be re-opening this year and to move forward in caring for and educating our little ones. We are taking all appropriate measures to provide a safe environment as we implement the guidance put forth by the local, state, and national health officials and trust your family will also be doing your part to keep our CEP safe and healthy. Please be flexible and patient with us as we navigate the days ahead. As we start the school year, we will adapt and make changes to our Coronavirus (COVID-19) Policies, Protocols, & Procedures as necessary. These policies, protocols, and procedures are subject to change, especially as new information and guidance from local, state, and national health officials becomes available. Messiah Child Enrichment Program (CEP) reserves the right to change, modify, or adjust any of these procedures and policies at any time and will be in continuous communication with our families. We know this school year will look different (at least to start!), and we may have to make adjustments as we move forward. Thank you for entrusting us with your children and we look forward to working together in order to have the best preschool year possible with your children!

*Julie Wells*

**Director, Messiah CEP**

## ***Hygiene Practices***

CEP is taking reasonable and extensive steps to minimize the risk of transmission, while ensuring that the program objectives are still met to the maximum degree. All of our CEP staff has been vaccinated! Although we know it is not possible to completely eliminate the risk of COVID-19 infection, we know that it is most easily transmitted through droplets in the air. The church has installed a new air filtration system in the HVAC which will help to circulate and clean the air. Some degree of risk will remain, despite all the efforts taken to minimize the spread of COVID-19. Below are hygiene practices we are implementing.

### ***Face Masks***

- Face Masks will be worn (regardless of whether vaccinated) by all adults (parents and staff) at drop-off/pick-up and while indoors at all times.
- Students over the age of 2 will wear a mask inside the building. Whenever possible activities will be done outdoors (music, snack, circle time, etc.) in order to give everyone several “mask breaks” throughout the day.
- Parents of students in the 2 year old classes will have the option of deciding whether their child will wear a mask while at school. Many students at this age are not developmentally ready to manage mask wearing.
- A mask lanyard will be provided for each child in order to secure it on them during the day so that they can remove during eating, drinking and outdoor and/or socially distanced activities.
- Please put the child’s name on their masks and provide extras in their red bag. CEP will provide disposable masks if a cloth one is not available.
- Students will be frequently reminded not to touch the mask/face and to wash their hands often.

### ***Personal Hygiene***

Students and staff must wash or sanitize hands...

- upon arrival at the facility.
- before and after any transition to or from the classroom.
- before and after eating.
- before and after using outdoor play equipment.
- before exiting the facility.
- We will teach and reinforce hand-washing for at least 20 seconds with soap and water and increase monitoring to ensure adherence among students and staff.
- If soap and water are not readily available, hand sanitizer will be used.

## **Health Screenings**

***Students demonstrating any of the following symptoms will be sent home from school:***

*Fever (100.4 or greater) - Chills - Cough - Shortness of breath - Loss of taste/smell - Sore throat – Fatigue - Muscle aches - Runny Nose/Congestion - Stomachache - Diarrhea - Nausea/Vomiting – Headaches*

*\*\*If a child has seasonal allergies, this must be previously noted by the parent and health care provider in the child's health form on file.\*\**

***Students who have been diagnosed with COVID-19, may not return until:***

- It has been at least ten (10) days since my child first had symptoms **AND**
- My child has had no fever off anti-fever medicines (ex: Tylenol, Ibuprofen) for 24 hours **AND**
- My child's symptoms are getting better

**In order to return to school, the parent/guardian must provide to the school, a *Sick Student Notification and Return to School Form* completed and signed by a healthcare provider.**

**Sick Student Notification and Return to School Form**

<https://www.fcps.edu/sites/default/files/media/forms/SickStudentNotification-ReturntoSchool-Form.pdf>

## **Drop-off and Pick-Up**

*In order to reduce the number of people in the building in close contact with one another we are changing our drop-off and pick-up procedure to be outside the building this year. We will use the outer doorways on our wing of the school in order to check students in and out of their classrooms each morning and afternoon.*

- ALL students (over 2 years of age) and adults should wear a mask during drop-off and pick-up.
- Parents of 2s classes will check their child in and out at the *outside doorway* of their classroom (2<sup>nd</sup> door/sidewalk on the left when arriving at the CEP wing)
- Parent's of 3s will check their child in and out at the *outside doorway* to room 165 (1<sup>st</sup> doorway/sidewalk on the left when arriving at CEP wing.)
- Parent's of 4s will check their child in and out *outside the main CEP double doors* (doors marked number 3). Students will be led to their classrooms by a staff member and parents will remain outside the building during this process.
- We ask that families not congregate/gather closely during the drop-off and pick-up process but use the grassy area or wait in their cars until their allotted drop-off/pick-up time.
- The parents or adults dropping off the child/ren will check in their child using the Procare application on their cell phones. This can be done from the parking lot, before leaving your car in order to expedite the process. If a caregiver other than the parent is dropping off they can be added to the child's Procare profile.
- When checking in on the Procare app the parent/guardian dropping off will be asked a series of questions pertaining to the health/symptoms of their child/ren and the possibility of exposure to COVID19. If any of the questions are answered in the affirmative, the child will not be permitted to come to school.
- Each day at check-in, Students will be given a visual "daily health check" by the staff member/teacher. Staff has been trained to identify signs and symptoms of COVID19 and other sickness. If any symptoms are present the child/ren will not be allowed admittance to school that day. For example, if the child presents with a new runny nose/cough, the child will be sent home and cannot return to the program until they have had either a negative COVID19 test or a written doctors note. (See link for Return to school form on previous page.)

*In order to keep everyone safe and healthy and the school OPEN, we will all need to be diligent with this process.*

# Sickness and Interaction Together

***Our families and CEP will do all we can to prevent a positive case of COVID-19. In the event there is a positive COVID-19 case, we have identified three potential scenarios of action. Please read through the three scenarios and what will occur with specific actions and communications.***

**Quarantine** if you have been in [close contact](#) (within 6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period) with someone who has COVID-19, unless you have been [fully vaccinated](#). People who are fully vaccinated do NOT need to quarantine after contact with someone who had COVID-19 unless they have [symptoms](#). However, fully vaccinated people should get tested 3-5 days after their exposure, even they don't have symptoms.

## **SCENARIO 1 - Close Contact in a Class**

*To be enacted when a student or staff member in a classroom lives with a person or has been in close contact with a person who has tested positive for COVID-19*

### Actions and Communications

- If a student or staff member is in close contact to a case, the student's parent/ guardian or staff member is expected to report this to CEP Staff immediately, and the student or staff is excluded from the classroom for a determined number of days based on the most recent guidance from local, state, and national health officials.
- The class remains open for in-person instruction.
- If the student or staff member has a household member who is COVID-19 positive, all household members of the COVID-19 case that are not vaccinated must quarantine, monitor symptoms, and contact their health care providers to schedule testing. It is recommended that vaccinated individuals wear a mask and even if they are asymptomatic, they should be tested after 5 days of exposure.
- All families of students and staff members of the class will be notified that a student or staff member has a household member or other close contact that has tested positive for COVID-19.
- The CEP will gather information regarding any other individuals in the facility who the student or staff member was in close contact with and forward this information to the Virginia Department of Health.
- The Virginia Department of Health will advise of any additional next steps

## **SCENARIO 2 - Case in a Class**

*To be enacted when a student or staff member of a classroom tests positive for COVID-19*

### Actions and Communications

- The student's parent/guardian or the staff member is expected to report a positive test to the CEP director or Staff immediately, and the student or staff is excluded from the classroom for a determined number of days based on the most recent guidance from local, state, and national health officials.
- The classroom will be closed for 14 days from last known exposure.
- All household members of the COVID-19 case should quarantine, monitor symptoms, and contact their health providers to schedule testing.
- All families of students and staff members of the classroom will be notified that a student or staff member in the class has tested positive. All students and staff in the class will be instructed to quarantine (if not vaccinated) for 14 days from date of last exposure to the case during his/her infectious period.

- CEP will gather information regarding any other individuals on campus who the student or staff member was in close contact with during his/her infectious period and forward this information to the Virginia Department of Health. In the interim, these individuals will be instructed to quarantine for 14 days (Unless fully vaccinated).
- The Virginia Department of Health will advise of any additional next steps.

### **Scenario 3 – Case in the Facility**

*To be enacted when a person tests positive for COVID-19 elsewhere in the facility (ie. Accotink Academy/Messiah UMC),*

#### Actions and Communications

- The staff member/person is expected to report a positive test to the CEP Director immediately, and the person is excluded until completion of isolation for a determined number of days based on the most recent guidance from local, state, and national health officials.
- All household members of the COVID-19 case should quarantine, monitor symptoms, and contact their health providers to schedule testing. (If vaccinated, quarantine is not necessary unless symptoms exist.)
- CEP will gather information regarding any individuals on campus who the student or staff member was in close contact with and forward this information to the Virginia Department of Health
- CEP will notify all close contacts with a phone call that they may have been exposed and instruct them to immediately quarantine (if not vaccinated) for 14 days from date of last exposure to the case during his/her infectious period. Close contacts should work directly with their healthcare providers and/or the Virginia Department of Health.
- CEP will consider notifying all other families of students and staff members in the program that a person in the facility has tested positive for COVID-19 but that they have not been identified as a close contact and therefore do not need to take any specific actions.
- The Virginia Department of Health will advise of any additional next step



## HEALTH SCREENING QUESTIONNAIRE

1. Feeling feverish and/or having chills – documented temperature of 100.4°F or higher?
2. Has there been any use of fever reducing medication within the last three days?
3. A new cough that is not due to another health condition?
4. New shortness of breath or difficulty breathing that is not due to another health condition?
5. New chills that are not due to another health condition?
6. A new sore throat that is not due to another health condition?
7. New muscle aches that are not due to another health condition, or that may have been caused by a specific activity (such as physical exercise)?
8. A new loss of taste or smell?
9. Have you had a positive test for the virus that causes COVID-19 disease within the past 14 days?
10. In the past 14 days, have you had close contact (within about 6 feet for 15 minutes or more) with someone with suspected or confirmed COVID-19

### **Closing Statement**

*Every day we will be monitoring the situation, evaluating and re-evaluating our protocols, and making decisions to move forward in the most responsible, safest way possible. During this time, we appreciate your partnership and trust more than ever. If your child's class or if the program is closed by the Virginia Department of Health because of COVID-19 exposure, you may have the option for reimbursement if it exceeds more than 30 consecutive days of closure. There are some things we will miss this year and some new changes we'll all have to work to get used to, but without a doubt we are looking forward to opening our doors once again this fall. Thanks for moving forward with us.*

***I have read, understand and agree to follow the above guidelines and procedures.***

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Parent/Guardian signature

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Date