

APPENDIX A

COVID-19 Policies for Parents for 2021-2022 First Presbyterian Church Charleston Preschool In-Person Learning

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 and its variants are extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal, state, and local health agencies have provided guidance and made recommendations to prevent the spread of COVID-19.

First Presbyterian Church Charleston Preschool (“First Presby Preschool”) operates under the guidelines set forth by the Centers for Disease Control and Prevention (“CDC”), the Kanawha-Charleston Health Department, and the West Virginia Division of Health and Human Resources (“WVDHHR”). We will continue to monitor guidelines and recommendations. Any changes in guidelines will be communicated to parents and staff as soon as they become effective.

I. For Students

- Students in two/three, three/four, and four/five classrooms will be required to wear a mask to school. Masks with clear windows are preferred to better foster the social, emotional, and language development of our students. Face shields are not permitted in place of a mask. Lanyards are preferred if not deemed a hazard.
- Upon arrival each day, before a child exits the car, students’ temperatures will be taken by preschool personnel using touchless thermometers. Students will wear masks upon exiting their vehicle.
- Students must wash hands for 20 seconds upon arrival, before and after use of water and sand tables, and before and after meals. Younger students (one and two year olds) will be supervised closely.

APPENDIX A

- Students will be provided with labeled individual pencil boxes of art supplies for individual use only.
- Personal belongings brought daily (backpacks, coats, etc.) will remain outside of the classroom. Diapers and extra clothes can remain in the classroom.
- Students will be encouraged to take preventative actions throughout the day such as covering coughs and sneezes, washing hands frequently, etc.
- Each room will be equipped with soap and hand sanitizer for hands, sanitizing wipes, and sanitizing solution to regularly wipe down items used daily.

II. For Parents

- Parents will use their own pen during sign-in/out carpool procedures. At sign-in, parents are responsible for ensuring (by signature) that children do not have any of the listed symptoms or exposure to COVID-19.
- Preschool personnel will do the following daily assessment before the student enters the building. We encourage parents to do an assessment before coming to avoid upsetting a child who has symptoms or a fever upon arrival and then has to be asked to not come into the school.
 - Have you, your child, or anyone in your home had contact within the last 14 days with any person under screening for COVID-19 or with anyone with known or suspected COVID-19?
 - Have you, your child, or anyone in your home visited an identified COVID out of state “Hot Spot” in the last two weeks? Please note that hot spot designation can change based on COVID flare ups, especially in high volume tourist destinations. Please check the CDC/applicable state websites for information.

APPENDIX A

- Do you, your child, or anyone in your home currently have any of the following symptoms?
 - Fever (100.4°F or higher), or a sense of having a fever.
 - Body chills (feelings of coldness accompanied by shivering).
 - New cough that you cannot attribute to another health condition.
 - New shortness of breath that you cannot attribute to another health condition.
 - New sore throat that you cannot attribute to another health condition.
 - New muscle aches (myalgias) that you cannot attribute to another health condition, or that you cannot attribute to a specific activity (such as exercise).
 - New loss of taste or smell that you cannot attribute to another health condition.
 - New congestion or runny nose, nausea, or diarrhea you cannot attribute to another health condition.
- Parents who enter the building for drop off (months of August and September only and parents of toddlers only (parents of “Baby Birds” and “Owl Pals”)) will be temperature checked by preschool personnel, must wear a mask, will remain in the building no longer than five (5) minutes, and will follow one-way traffic arrows on the hallway walls. Parents will not enter classrooms. It is preferred that any parent performing in-building drop-off be fully vaccinated.
- Regardless of attendance of individual students, monthly tuition is due. If temporary closures occur (two weeks or less), at-home instruction will be offered to students daily via Zoom calls and home delivery. In the event that a closure of the program for over two weeks is mandated by health officials, prorated refunds based on your child’s daily rate will be issued to families.

APPENDIX A

III. For Staff

Cleaning and Sanitation Guidelines

- Teachers are responsible for cleaning and sanitizing table tops, sinks, and toys in their classrooms.
- Other staff members will disinfect commonly used areas and surfaces several times daily.
- Floating teachers must wash their hands upon entering and exiting a classroom.
- No cloth items are allowed in classrooms (stuffed animals, dress up clothes).
- Staff must wash hands between each diaper change or bathroom assistance.
- Any items used in the music room must be wiped down before exiting.
- Cleaning products must be EPA-approved.
- Each classroom must have a “yuck bucket” (for items that are sneezed on, coughed on, etc.) and must be sanitized daily.
- Students and staff will only use the no-touch bottle filling feature of new water fountains.

IV. Diagnosis and Exposure

Based on the fact that all First Presby Preschool staff are fully vaccinated and students are not:

- If a child or staff member is diagnosed with COVID-19, that classroom will close for three (3) days to clean and disinfect the classroom. Further directives from the Kanawha-Charleston Health Department after investigation can determine/alter the classroom’s reopening plans. Preschool administration must be informed via email of the diagnosis as soon as possible.
- Staff or students with a fever of 100.4 degrees or above, cough, shortness of breath, gastrointestinal upset, loss of smell or taste, or muscle aches will not be allowed in the facility. The affected individual’s

APPENDIX A

physician should be contacted to determine if they should be tested for COVID-19.

- Any staff member or student who tests positive for COVID-19 can return after ten (10) days of a positive test. He or she must also be fever-free for three (3) days prior to his or her return.
- Students who have any symptoms of COVID-19 will be isolated in the church nursery (Room 108) with a staff member to await pick-up. This room is chosen because it has a bathroom that is not used by others. When this room is used, the preschool custodian will be notified for cleaning. Any students who have at least one symptom of COVID-19 will be required to be picked up by a parent or guardian. The child must be taken out to the parent once the parent arrives for pick-up. The child can return to the facility with a physician's note that has an alternative diagnosis following infectious disease exclusion policies or a negative COVID test.
- If a student is exposed to (within 6 feet for over 15 minutes) or lives with someone who tested positive for COVID-19, he or she may return to school after ten (10) asymptomatic days. A negative test can allow for his or her return after seven (7) days from last exposure IF that test was given five (5) days after the date of the last exposure.
- Staff members (fully vaccinated) who have been exposed to someone with COVID-19 in their immediate household may return to school after (10) asymptomatic days. A negative test can allow for his or her return after seven (7) days from last exposure IF that test was given five (5) days after the date of last exposure. Staff members (fully vaccinated) who are incidentally exposed (have not been within 6 feet of an infected person for over 15 minutes, notwithstanding an individual from their immediate household) to someone with COVID-19 are not required to quarantine but should be tested three (3) – five (5) days after exposure.

V. Other Considerations

- Any visitors to the First Presby Preschool area must wear a mask and follow one-way traffic arrows on the hallway walls.

APPENDIX A

- Any First Presby staff member who enters the First Presby Preschool area must wear a mask if children are present.

I have read, understand, and agree to follow the policies set forth regarding COVID-19 at First Presbyterian Church Preschool.

Parent Name

Parent Signature