



## **Carrollton First United Methodist Church *First School***

The health, safety, and well-being of *First School* Preschool students, staff, and families is always of 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 the COVID-19 Coronavirus, *First School* Preschool will require that all staff and families abide by these policies and procedures. Because the COVID-19 pandemic is a fluid situation, *First School* Preschool recognizes 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. All questions regarding these policies and procedures should be directed to the *First School* Preschool office by emailing [firstschool@cfumc.com](mailto:firstschool@cfumc.com) or by calling 770-214-1057. 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 (100.4 or higher)
- Cough
- Shortness of Breath
- Difficulty Breathing
- Respiratory Symptoms
- Any 2 of the following: chills, repeated shaking with chills, muscle pain, headaches, sore throat, diarrhea, nausea. Research shows that children are likely to have milder symptoms than adults, but this is not always the case.

### **People who may be at 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 immunocompromised
- People with severe obesity
- People with diabetes, chronic kidney disease undergoing dialysis, liver disease
- People who are pregnant

### **Tips for Parents:**

- Practice and reinforce good hygiene habits with your family. Wash your 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 your nose, sneezing, coughing and removing your mask. Use Hand Sanitizer with 60% alcohol as a substitute for soap and water when needed.
- Keep your child home if they are sick with any illness. Contact your doctor to discuss your child's symptoms.
- Communicate any absences to the preschool office and/or your child's teacher.
- Take care of yourself! Spend a few moments each day engaged in self-care. Take a walk, read, pray, listen to music, sit outside, yoga- whatever you enjoy, do it. Spend at least 10-15 minutes taking care of yourself and your mental health so that you can continue to care for your children and family in a positive way.

# COVID -19 POLICIES AND PROCEDURES

## PREVENTION OF THE VIRUS FROM ENTERING THE SCHOOL

*First School* Preschool will take all necessary precautions to keep the COVID19 Virus from entering the Preschool wing of the church. These steps include:

- Only allowing staff and children in the building who are required/authorized for daily operations.
- Restricting Visitors- Visitors, including parents, and other church staff members will not be allowed in the preschool wing unless previously authorized by *First School* Preschool Director, Assistant Preschool Director and/or the Senior or Associate Pastor. Pick-Up and Drop-Off for all children will be done through the Carpool line.
- Daily Health Screenings at home prior to being dropped off at *First School* are encouraged.

## PREVENTION FROM THE SPREAD OF THE VIRUS WITHIN THE SCHOOL

*First School* Preschool will be taking the precautions to minimize the spread of the virus.

- Class sizes will be limited to the recommended group size. We will maintain all child to staff ratios.
- Staff will be kept consistent from classroom to classroom, with the only exception being in the event of staff absence and the need for a substitute.
- Classes will have dedicated daily playground time. Water play and sensory play with items such as rice, beans, and sand will be limited as much as possible.
- **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 water and soap:
  - Upon arrival in the classroom in the morning
  - Before and after snack time.
  - After blowing their nose, coughing, or sneezing, or in contact with bodily fluids
  - After toileting or changing diapers
- Hand sanitizer with 60% alcohol may be used in lieu of handwashing when needed.

## **SANITATION PRACTICES**

Routine cleaning of all surfaces and items frequently used will occur throughout the school day. Toys will be sanitized throughout the day as needed, and at the end of each school day. Classrooms and bathrooms will be cleaned and disinfected at the end of each school day as well. In addition to the rigorous hygiene, sanitation, and disinfection rules we already adhere to, we will be paying special attention to:

- Using EPA-registered disinfectants that are active against coronaviruses.
- Routinely cleaning, sanitizing, and disinfecting surfaces and objects that are frequently touched including door knobs, light switches, countertops, chairs, cubbies, and playground structures.
- Cleaning and sanitizing toys at the end of the day or after use.
- Setting aside toys that children have placed in their mouths or that are otherwise contaminated by body secretions until they can be sanitized.

## **ARRIVAL AND DISMISSAL PROCEDURES**

All children must be dropped off in the carpool line. *First School* Preschool staff members will walk them to class. All children must be picked up in the carpool line at the end of the day.

If a child needs to be picked up early, please call the school and upon arriving ring the doorbell.

## **CHILDREN OR STAFF WHO DEVELOP SYMPTOMS OF ANY ILLNESS DURING THE DAY**

Any child or staff member who develops symptoms of illness during the school day, will be sent home as soon as possible. In the case of a child, *First School* Preschool will follow our illness policy as outlined in the parent handbook. We appreciate your understanding of the cautious approach we must take to do this.

## SCHOOL-WIDE RESPONSE TO COVID-19 EXPOSURE

In the event an enrolled child or staff member tests positive for COVID-19, all efforts will be made to maintain confidentiality and *First School* Preschool will take the following steps:

***First School* Staff members and enrolled students will be expected to follow the policy for returning to work/school as outlined below:**

- If a staff member tests positive for COVID-19, they must quarantine at home for a period of 10 days, and the Georgia Department of Health will be notified. *First School* Preschool will follow their guidance and recommendations for any necessary classroom and/or school closings. Parents of children in that classroom will be notified that there was a positive COVID-19 case. A deep cleaning of the classroom will occur. The staff member or child must be fever free following the quarantine period with symptoms improving before returning to school.
- If a staff member or student has had direct contact with a person who is COVID-19 positive, they must self-isolate at home during the contagious period.

## ENTITIES GUIDING DECISION MAKING

Given the unique situation that this pandemic presents, we are working fervently to be able to provide the best, nurturing and safest environment for your sweet children and our beloved staff. Health and safety will always be our guiding factor and we will make all decisions based on recommendations from the following groups:

- Georgia's Department of Early Care and Learning, Bright from the Start
- The Centers for Disease Control and Prevention
- The American Academy of Pediatrics
- Office of the Bishop, North Georgia UMC Conference
- The *First School* Preschool Board