

**COVID-19 POLICY & PROCEDURES**

**(Following CDC & Department of Health Guidelines)**

**August, 2020**

NOTE: Areas in red are subject to change

1. **Masks or Face Shields**

All students are required to wear face masks or face shields during their time at Preschool.

1. **Drop off**

At 8:55 each morning, two teachers and/or volunteers will sign in students and do a temperature and wellness check (before the child’s parent/guardian leaves) on each student\* as he/she comes to the Seneca Street door. We will remain at the door until 9:15, before locking the door and going to the classrooms. During the first week, a teacher or volunteer will be available to escort children to their classroom. The teachers will greet the students in the classroom. It is important that your child arrives by 9:15. ***\*Sanitizing hands and thermometer after each check.***

1. **Initial half hour/hour**

Each class will work on individual work or projects as they arrive. As studentsare ready, breakfast will be served in their classroom. The childrenwill sit in every other seat, and be staggered to avoid being directly across the table from another student.

1. **Circle Time**

Students in each class will sit on individual seating squares, spaced approximately six feet apart.

1. **Instruction/Craft Time**

Again, students in each class will sit in every other seat, and be staggered to avoid being directly across the table from another student.

Each student will use individually assigned materials (crayons, playdough, paint tray & brushes, scissors, pencils, glue sticks, and string).

1. **Outdoor Play**

Local playgrounds will be available. Teachers will bring along hand sanitizer and a first aid kit and extra masks. Teachers and students will wear masks when going to and from the Preschool to the playground and when at the playground. Students will continue the practice of washing hands or using hand sanitizer upon their return to the Preschool.

1. **Indoor Play**

Thechildren will still be able to engage in “joint play” in the play area, for instance “preparing food” together, building blocks, etc. They can also use the floor mats which will be sanitized at the end of each day. We will not offer the play sand area until further notice.

Each classroom will utilize the playroom at different times of the day. (As much as possible, students will stay with their own class). Additionally, the Preschool students will have the former sand room to use as a playroom. Dress up clothes and stuffed toys will not be offered until further notice.

1. **Cleaning Procedures**

Staff will sanitize all areas of the school and complete an itemized checklist daily, indicating the work has been completed.

1. **Pick up process at end of day**

Families can pick up their children at the Seneca Street door at the end of the school day, and are advised to observe social distancing as they wait. Teachers and/or volunteers will be present at the door at 12:55 and will call up to the classroom to have teachers send students to the door for pickup.

1. **Covid-19 Positive**

What if a child or staff/volunteer test positive for Covid-19?

If a student, staff member, or volunteer tests positive for Covid-19, the Preschool will close for two to five days for cleaning and disinfecting. The infected person should self-quarantine for 14 days and be fever free for at least 24 hours without any fever medications.

What if a family member of a child or of a staff/volunteer becomes Covid-19 positive?

Children and or staff/volunteer would be requested not to attend in this instance. The child or staff/volunteer should self-quarantine for 14 days.

**Trinity Preschool strives to have an open line of communication between the center and its families. If at any time you have a question or concern, please reach out to the staff for assistance.**

**Child’s Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Family Policy Agreement**

**(Please sign and return this page to your child’s teacher)**

I have read the Trinity Preschool COVID-19 Policy & Procedures and agree to abide by them and the below stated policies. I understand that all policies are subject to change. I understand that if information on a policy is unclear to me or not listed on this handout, it is my responsibility to contact the Preschool regarding such policy.

**Policies and Expectations**

We are continuing to ask every person that enters our building to immediately use hand sanitizer and have their temperature checked. We will also be monitoring and addressing any issues of health that might arise during the day. Please read and review the new requirements that we are requesting you, as well as our staff and volunteers, to follow in order to help us continue to keep the health and safety of our students and staff our top priority.

* Use proper handwashing hygiene practices
* Wear a mask when in public places
* Stay home if you have any symptoms of illness
* Stay home if you have visited a medical facility within the past 48 hours
* Restrict gatherings outside of your immediate family
* Report any known possible exposure (whether tested or pending testing results) of COVID-19 directly or indirectly by your child or any close family member of that child.
* Follow all CDC and Pennsylvania Department of Health guidelines

If it is discovered that you have not complied with these new requirements or are found withholding important information pertaining to the health and safety of our center, then you will be asked to stay out of the facility for 14 days or longer to make sure you were not exposed to COVID-19. For us to continue to comply with CDC and Department of Health Regulations, these policies are critical for us to enforce.

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Parent/Guardian #1 date

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Thank you so much for taking the time to read our Covid-19 Policies & Procedures handout; it will help your child’s experience at Trinity Preschool be a healthy one.