

Wesley Preschool 2020-2021

COVID 19 Policies and Procedures as Directed by the NJ Department of Health and the NJ Department of Children and Families

Staff Training

Staff will receive orientation training prior to the beginning of school to discuss all current and COVID-19 policies, procedures, how to identify signs of illness in themselves and students, and proper social distancing and hygiene protocols as indicated in this document.

Screening and Admittance

- Daily health surveillance screening for students/staff must be conducted and results documented when signs and symptoms of illness are observed. Isolate and remove any students or staff if symptoms are related to COVID-19.
- Persons that have a fever of 100.4° or above or other signs of COVID-19 illness will not be admitted to the school.
- Parents and staff to be on the alert for signs of illness in themselves and their children
- Students and staff must stay home if they are sick
- At designated entry point, students and staff will be screened for fever or signs of COVID-19 illness prior being permitted to enter the facility or participate in school programming. (See “**Drop Off Procedures**” section for more detailed information.)
- During admittance screening, if a student has a fever or symptoms, staff must document and record the exact temperature and/or symptoms that lead to exclusion.
- During admittance screening, if a student has no temperature or symptoms, staff must record attendance and that they took student’s temperature, screened them for symptoms, and show they are symptom free before entering school.
- No parents will be allowed in the school building at any time

Symptoms related to COVID-19 include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing

- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Drop Off Procedure

- Parents are not allowed in the building at any time. Please stay in your car.
- Before you come to school, please write on a standard piece of paper in large dark letters your child's first and last name and keep that with you in the car.
- Have your child wash their hands before leaving home.
- Children, parents and staff should wear face coverings during the drop off procedure.
- When you enter the parking lot, there will be a line of cars designated by cones in a U shape.
- Put the sign with your child's name on it in your window.
- The line of cars will end at a table/tent near the front door
- Stay in your car.
- The staff member will hand you a thermometer to take your child's temperature.
- The staff member will record the temperature and ask you if your child has shown any COVID-19 symptoms.
- If the student has no fever and no symptoms, then the child can exit the car when the staff member tells them to.
- There will be hand sanitizer for the child to use before entering the building.

- The student will enter the back door and proceed to their designated classroom.
- Parents will exit the parking lot through the exit driveway.
- Please be patient during this process

Pickup Procedure

- Parents are not allowed in the building at any time. Please stay in your car.
- When you enter the parking lot, there will be a line of cars designated by cones (the same as the drop off procedure).
- Put the sign with your child's name on it in your window.
- The line of cars will end at a table/tent near the front door
- Stay in your car.
- The staff member will see your child's name on the sign in your window and will radio for your child to come to the door.
- Please be patient during this process.

Face Coverings and Gloves

- Staff will wear cloth face coverings while working except when doing so would inhibit that individual's health. Students will be encouraged to wear cloth face coverings unless (1) doing so would inhibit the individual's health or (2) the individual is in extreme heat outdoors.
- While face coverings are generally recommended when social distancing cannot be maintained, students will be encouraged but not required to wear face coverings within the group they are assigned. Face coverings would be necessary when separate classes are unable to social distance with each other.
- Staff must wear face coverings while working, unless when doing so would inhibit that individual's health.

- All students must arrive at school wearing a face covering until they enter their individual classroom. Please pack an extra , clean face covering in their bag each day. The preschool will also have disposable face coverings available, if needed.
- Staff can wear their own face coverings from home but the preschool will provide disposable face coverings to the staff as needed.
- Staff will perform proper hand washing and use gloves. Staff will wear gloves when handling or serving food to students, changing diapers and helping children in the bathroom.

Infection Control Strategies

Wesley Preschool shall implement the following prevention and mitigation strategies to slow and limit COVID-19 exposure and spread:

- The staff will be trained on the following strategies.
 - Staying home when ill
 - Proper hand hygiene and respiratory etiquette
 - Wearing face coverings
 - Avoiding touching your face as much as possible
 - Reporting illnesses and symptoms to the preschool Director at the preschool immediately
- Parents must discuss/review the above strategies with their children at home prior to attending preschool and throughout the year.
- Teachers will watch for and remind the students of the above infection control strategies.
- Signs will be posted around the preschool to remind staff and students of the above infection control strategies.
- Face coverings are encouraged to be worn by students and are most essential in times when physical distancing is difficult to maintain.
- It is understood that face coverings may be challenging to children (especially younger children) to wear in all-day settings such as preschool.

- Handwash and hand sanitizers stations will be provided in numerous areas around the preschool.
- Enhanced cleaning and disinfection procedures using EPA approved disinfectants and following CDC guidance will be implemented.
- Items that are difficult to clean, sanitize, or disinfect will be removed from classrooms and playground.
- Infection control procedures will be implemented for areas around the preschool, including entrances, dining areas, restrooms, and other areas prone to congregation
- The school will limit any nonessential visitors, volunteers, and activities involving external groups or organizations as much as possible – especially with individuals not from the local geographic area (e.g., community, town, city, or county.) Due to the policy:
 - All field trips and special events have been cancelled.
 - Parents will not be allowed to enter the building
- Essential visitors (for example: police, fire department, first aid, state inspectors) shall be required to wear cloth face coverings while visiting the preschool unless doing so would inhibit the individual's health. If a visitor refuses to wear a cloth face covering for non-medical reasons and if such covering cannot be provided to the individual by the business at the point of entry, the preschool must decline to allow them to enter.

Symptomatic and/or Positive COVID-19 Test Results

If a student or staff member becomes COVID- 19 symptomatic while at school:

- The student will be immediately isolated in the Parlor with the Director
- Student's parents will be notified to pick up their child immediately
- The Director must be wearing a face covering and gloves and remain 6 ft. distant while with ill child
- If it is a staff member that is ill, the staff member will immediately be sent home
- Wesley Preschool will immediately contact the Edison Health Department for further guidance
- School will advise parent/staff member when they can return to preschool.

If a student or staff member tests positive for COVID-19:

- Wesley Preschool will immediately notify the Edison Health Department for guidance. Edison Health Department will also be notified by testing centers of positive test results and may contact the preschool directly.
- Staff will help preschool administration in identifying close contacts of positive COVID-19 cases and notify staff and families while maintaining confidentiality. This will be done in conjunction with the Edison Health Department
- Areas used by a sick person will be closed off and not used until after cleaning and disinfecting them (for outdoor areas, this includes surfaces or shared objects in the area, if applicable). To reduce the risk of exposure, we will wait at least 24 hours before cleaning and disinfecting.
- Local health officials in consultation with CDS recommendations, will provide direction if a school closure is warranted, following the identification of positive case(s) at the preschool. The duration may be dependent on staffing levels, outbreak levels in the community and the number of close contacts the student had.
- Staff and children are discouraged from attending another facility if the preschool is closed.

If a parent or member of the same household of student or staff member tests positive for COVID-19 or has been told they were in close contact with a person who tested positive for COVID-19:

- The student/staff member must stay home, practice social distancing and monitor symptoms. Staff/student cannot return to school for 14 days after the confirmed patient no longer must isolate.
- If a parent is notified that they or their child were in close contact with someone who tested positive, please contact the Preschool for further direction/guidance before sending your child to school so we can receive guidance from the Edison Health Department.

Actions to take on returning a staff or student after COVID-19 Diagnosis or Exposure:

- Close contacts and/or sick staff members or students should not return to school until they have met CDC's criteria to discontinue home isolation. Wesley Preschool will follow guidance from the Edison Health Department regarding the permitted/safe time for staff/student to return to school.

Protocols for Facility and Buildings Management

- Wesley Preschool will ensure that their indoor facilities have adequate and properly operating ventilation (window air conditioning units, open windows and fans)
- The Church Pastor, Church Members and Thrift Store Members will not be in the building areas designated for preschool usage nor share any common areas with the preschool/student.

Policy and Procedures for Cleaning and Disinfection:

- Children will eat lunch and snacks in their designated classrooms. Tables will be cleaned and disinfected before and after eating lunch and snacks.
- Routine daily cleaning or as much as possible of common surfaces such as playgrounds with shared playground equipment (staggered use) and rooms (ex:countertops, restrooms, etc.)
- Routine daily cleaning of shared objects
- Wesley Preschool will keep an adequate supply of cleaning supplies that meet CDC and EPA guidelines as supplied by Enviroclean and other suppliers
- Wesley Preschool will follow Edison Health Department guidance to conduct deep cleaning that follows CDC guidelines if we must close and reopen the school due to the identification of positive case(s) as recommended by CDS. Areas used by a sick person will be closed off and not used until after cleaning and disinfecting them (for outdoor areas, this includes surfaces or shared objects in the area, if applicable). To reduce the risk of exposure, we will wait at least 24 hours before cleaning and disinfecting.

Post Signage:

Pictures to show social distancing, handwashing, face coverings, and other prevention methods will be posted around the school.

Fire and Evacuation Drills:

When students need to be evacuated, social distancing will be maintained as much as possible.

Attendance, Class Sizes and Groups:

- Students are required to be permanently assigned to a specific class. An assigned class shall stay together. The formation of an assigned class is to allow the preschool to mitigate any infection spread and is intended to avoid any impact on the entire school community and operation.
- Wesley Preschool will ensure, to the maximum extent possible, that each class includes the same group of children each day and that the same staff remain with the same group of children each day. Ideally, trying to keep groupings developed on the first day intact throughout the duration of the school year.
- Wesley Preschool will restrict mixing and intermingling between classes at all times throughout the day. Administration will minimize student movement between classes.
- Classes will stay together and if interactions with other classes occur, social distancing must be maintained between groups.
- Students and staff within an assigned class do not have to social distance while interacting within their group.
- Staff and students must social distance and wear face covering especially when social distancing cannot be maintained
- Students will be divided into three groups and staffed as follows with a maximum of 10 children. and 7 children (respectively) per group:

Full Day) 1 adult/teacher:10 students

AM session: PreK) 1 adult/teacher:10 students

PM session: PreS) 2 adults/teachers: 10 students

PM session) 1 adult/teacher: 10 children

Snack and Lunch Procedures:

- Students will eat lunch and snacks in their designated classrooms

- Students will bring their own snacks (two per day) and their own cold lunch to reduce food handling by staff. We will not be able to heat up lunches at this time.
- Tables will be cleaned and sanitized before and after each snack and lunch time
- All staff and students will properly wash hands before and after each snack and lunch time
- Students should bring a reusable water bottle/sports bottle that can be re-filled throughout the day
- If staff must handle child's food, food containers or utensils for any reasons, gloves must be worn and discarded. New gloves must be used for each interaction with individual children's food.

Outdoor/Playground and Other Activities:

- There will be no walks, off-site activities or field trips this year
- There will be no onsite special events to limit congregating the entire school and to restrict non-essential visitors to preschool
- Outside play will be staggered and with individual classes only
- Playground will be sanitized between each group's use
- Students will wash their hands before going out and after coming in from the playground
- Staff members will educate children on sports etiquette regarding social distancing and hygiene (i.e., no spitting, high-fives, handshakes, etc.)
- The preschool will avoid use of items that are not easily cleaned, sanitized, or disinfected
- Staff will clean, disinfect and air-dry equipment after use