

COVID-19 POLICIES AND PROCEDURES



These policies and procedures have been drafted in accordance with the guidelines and recommendations provided by the Georgia Department of Early Care and Learning/ Bright From the Start, the Centers for Disease Control and Prevention, and the Dahlonaga UMC Trustees and Health and Safety Committee.

Any questions or concerns regarding these policies should be directed to the Dahlonaga UMC Preschool Office.

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The health, safety, and well-being of Dahlonaga United Methodist Church Preschool students, staff, and families is always of the 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 COVID-19 Coronavirus, DUMC-MMO Preschool will require that all staff and families abide by these newly established policies and procedures. These policies and procedures are set up as a means of supporting and protecting our children, families, and staff. Because the COVID-19 pandemic is a fluid situation, DUMC-MMO 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. Any changes will be communicated to families and staff both electronically, and through printed format. All questions regarding these policies and procedures should be directed towards DUMC-MMO Preschool Office by email dumcmmo@gmail.com or by calling 706-864-8521. 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, Headache, Sore Throat
 - Nausea and/or vomiting
 - Diarrhea

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, or coughing. 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.
- **Be prepared with a backup plan for childcare in the event that our school must close your child's classroom or the entire preschool due to positive COVID-19 exposure. Talk to your employer or make alternate childcare arrangements ahead of time.**
- Stay informed. This health emergency situation is one that changes rapidly. Stay up to-date with these resources:
 - <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
 - <http://dec.al.ga.gov/BFTS/Covid19.aspx>
- Take care of yourself! Spend a few moments each day engaged in self-care. Talk a walk, read, pray, listen to music, sit outside, whatever you enjoy, do it. Spend at least 10-20 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 each day.

COVID-19 Policies and Procedures

➤ **Prevention of the virus from ENTERING the building:**

DUMCMO Preschool will take all necessary precautions to keep the COVID-19 Virus from entering the Preschool wing of the church. These steps include:

- Only allowing staff and children on the preschool floor who are required/authorized for daily operations.
- Restricting Visitors- Visitors, including parents, and other church staff members will not be allowed in the preschool area unless previously authorized by DUMC-MMO Preschool Office. Pick-Up and Drop-Off for all children will be done through the Carpool lane.
- Daily health screenings will be conducted for all staff and preschool children including temperature checks on arrival. Staff members conducting the daily health screenings will be required to wear the proper PPE and maintain a six-foot distance while asking the following screening questions:

1. Do you or do any of the children you are dropping off have a fever*, cough, shortness of breath, difficulty breathing, other respiratory symptoms, or at least two of the following symptoms: chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell?

2. Have you or any of the children you are dropping off:

*Had any of these symptoms since last time you were last here?

*Been in contact with anyone with these symptoms since the last time you were here?

*Potentially been exposed** to COVID-19 or have reason to believe you/they have COVID-19?

Anyone exhibiting COVID-19 symptoms will be excluded for the period of time as outlined in the [School-Wide Response to Positive COVID-19 Exposure section](#).

➤ **Prevention of the spread of the virus WITHIN the facility:**

- Class sizes will be limited per state of Georgia guidelines (DECAL). We will maintain all child to staff ratios.
- Classrooms will include the same children every day. 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.
- Playground times and enrichment classes such as music will be staggered.
- Children will bring all food items from home and will not be shared with other children. Children will be spread out as much as possible within their classrooms during mealtimes.
- Water play and sensory play with items such as rice, beans, playdough, and sand will be limited as much as possible. When sensory play does occur, items used will be disinfected in between children.
- 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 warm water and soap:
 - Upon arrival in the classroom in the morning
 - Before and after eating meals and snacks
 - 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.
- Staff members are always required to wear masks during carpool, in public areas in the preschool and other teacher's classrooms when children are in the building. Preschool children are not required to wear masks.

➤ **Sanitation Practices:**

DUMC-MMO Preschool will continue to follow best practices for hygiene, cleaning, sanitizing, and disinfecting the classrooms and materials used. 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. DUMC- MMO Preschool will refrain from using washable cloth toys during the COVID-19 pandemic. Linen items such as sheets, blankets, towels will be washed daily.

➤ **Arrival and Departure Procedures:**

We apologize for the inconvenience, but in an effort to keep everyone safe, parents/caregivers will not be able to walk children to class. All children MUST be dropped off in the carpool lane. DUMC- MMO Preschool Staff Members will complete the health screening process, sign them in, and walk them to class. All children MUST be picked up in the carpool lane at the end of the day. **Special consideration will be given for Toddler and Two-Year-Old Classes during the 1st week of school, while they adjust to coming to school.**

➤ **Children or Staff Who Develop Symptoms During the Day:**

Any child or staff member who develops symptoms during the school day, will be sent home as soon as possible. In the case of a child, DUMC Preschool will follow our Wellness/Sick Policy as outline in the Parent Handbook p.8.ⁱ

➤ **School-Wide response to COVID-19 exposure:**

In the event that an enrolled child or staff member tests positive for COVID-19, DUMC- MMO Preschool will take the following steps. All efforts to maintain confidentiality will be made.

- **DUMC- MMO Preschool Staff members** will be expected to follow the CDC guideline ⁱⁱfor returning to work as outlined below:
 - If a staff member tests positive for COVID-19, they must isolate at home until after
 - 3 days no fever
 - Symptoms improved and
 - 10 days since symptoms first appeared.

- The Georgia Department of Health will be notified. DUMC-MMO 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.
- If a staff member has had contact with a person who is COVID-19 positive, they must quarantine at home for 14 days.

- **Enrolled Child:**

- If a child tests positive for COVID-19, that child must isolate at home until after
 - 3 days no fever
 - Symptoms improved
 - 10 days since symptoms first appeared
- The Georgia Department of Health will be notified. DUMC-MMO 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.
- If a child is exhibiting symptoms and has been exposed to who is COVID-19 positive, they must quarantine at home for 14 days. A deep cleaning of the classroom will take place.
- If a child is exhibiting symptoms, but has no known exposure risk, they will be required to remain at home until they are symptom free for a period of 24 hours without the aid of medication. The classroom will remain open.

- **Payment/Tuition:**

- In the event a child becomes exposed or tests positive for covid-19 and has to isolate or quarantine during the month and/or 1 day into the next month, no refund of tuition will be made for that month or the following month. If tuition has been paid in full for the year, refund of tuition will be considered for the months not enrolled. Students who are absent from school due to illness are considered

enrolled. Parents who want to withdraw their child must follow the Withdrawal Policy. See Parent Handbook for information on Tuition p.5-6.ⁱⁱⁱ Parent Handbook will be amended to reflect this statement.

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➤ **School Wide Closure**

- DUMC MMO-Preschool will close if mandated by Executive Order of the Governor.
- DUMC-MMO Preschool will also close if Lumpkin County School system closes or determines it's necessary to go virtual school wide due to Covid19 Pandemic.
- There may be other scenarios that call for one class to close while allowing the rest of the school to remain safely open, as well as, whole school closure as advised by the Health Department and/or CDC.

Footnotes

ⁱ WELLNESS p.8

Please be sure to consult your physician for appropriate precautions concerning all illnesses.

The Pre-School is a place for **Healthy** children. Children must be free of fever, diarrhea, vomiting, nausea, unexplained rashes, runny noses, excessive coughing, sore throat, headache, chills, earache, or red eyes for 24 hours before coming to school. Please do not bring your child to school if he/she shows any of these symptoms unless you provide the school office with a doctor's signed verification that your child is not contagious to others.

Please report to the school office any of the following:

- All communicable diseases.
- Any serious illness or health problem concerning your child.
- Any event that might cause your child physical or emotional stress.

In the event your child's allergies display symptoms of contagion you will need to submit a physician's verification of such allergies along with documentation of medications in order for your child to remain in class.

The Pre-School is a place for children who are ready to participate with other children in playtime, snack time, circle time, etc. If your child is fussy, cranky, overly tired or generally not himself, please do not bring him/her to school. Your child will not enjoy himself/herself and neither will anyone else. Hopefully, by the next class time, he/she will be ready.

Sick Child at School

If a child becomes ill during the school day, one or both parents will be notified. In the event that parents are not able to be contacted, those listed on your emergency pick-up form will be called. Pick-up arrangements and pick-up of child must be made immediately. For this reason, it is imperative that emergency numbers are current and up to date. Please advise all persons designated to pick up your sick child that they will be expected to pick up such child immediately when notified of illness.

ii Quarantine vs. Isolation

COVID-19: Quarantine vs. Isolation

QUARANTINE keeps someone who was in close contact with someone who has COVID-19 away from others.

ISOLATION keeps someone who is sick or tested positive for COVID-19 without symptoms away from others, even in their own home.

If you had close contact with a person who has COVID-19

- Stay home until 14 days after your last contact.
- Check your temperature twice a day and watch for symptoms of COVID-19.
- If possible, stay away from people who are at higher-risk for getting very sick from COVID-19.

If you are sick and think or know you have COVID-19

- Stay home until after
 - 3 days with no fever and
 - Symptoms improved and
 - 10 days since symptoms first appeared

If you tested positive for COVID-19 but do not have symptoms

- Stay home until after
 - 10 days have passed since your positive test.

If you live with others, stay in a specific "sick room" or area and away from other people or animals, including pets. Use a separate bathroom, if available.

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

iii Student Withdrawal Procedure

DUMC MMO/Preschool assumes that students are enrolled for the entire school year and families will therefore pay the entire annual tuition amount. **If unforeseen circumstances require a student to withdraw from the program, DUMC-MMO/Preschool requires a 30-day written notice of withdrawal.** Without a 30-day written notice of withdrawal, payment for the remainder of the year is expected.

iv Policy on Tuition

The Dahlonge United Methodist Church Mother's Morning Out/Preschool is a church sponsored, non-profit organization serving children 9 months through Pre-Kindergarten. While our Advisory Committee is happy that the church furnishes facilities for the program, it must be understood that the project is a cooperative enterprise between **the church and the parents** who enroll their children for full semester and pay tuition fees promptly and in advance. The fees are as low as possible in order for the school to be made available to as many as possible. The low rates are made possible by the church, which furnishes materials, equipment, and taxes.

Payment Schedule

We appreciate your cooperation in paying fees in a timely fashion. Tuition is based upon a 9-month program, as a whole, not days attended, so no deductions are made for holidays or absences. Tuition can be paid in one lump sum or broken up into nine (9) equal payments of the above checked amount.