**St Paul’s Lutheran Preschool Health and Safety Plan**

**Identification of a “pandemic coordinator” and/or “pandemic team” with defined roles and responsibilities for health and safety preparedness and response planning**

● All staff will be involved in the health and safety of the school.

● Director and/or Asst. Director will be in contact with the St. Paul’s Covid-19 Taskforce Team if

required.

● The St. Paul’s Covid-19 Taskforce will serve as support for the preschool.

**Steps to protect students and staff at higher risk for severe illness**

● All staff and students will be required to remain at home when showing signs of illness.

● Limit non-essential travel as necessary.

**Processes for monitoring students and staff for symptoms and history of exposure**

● Staff and students will undergo routine, daily health checks including temperature screening, symptom screening and history of exposure to individuals with COVID-19 or symptoms of illness (fever, cough) on arrival to the building.

**Steps to take in relation to isolation or quarantine when a staff member, student or visitor becomes sick or demonstrates a history of exposure. Guidelines for when an isolated or quarantined staff member, student, or visitor may return to school.**

● Should a child develop COVID-like symptoms (fever, cough, runny nose, sore throat, diarrhea) during their time at school they will be isolated in an adjoining room and family contacted to pick up the child within 30 to 40 minutes of being notified. Staff caring for the child will maintain a distance of >6 feet as much as is feasible and will give extra attention to hand washing and mask wearing. If available, the person caring for the sick child should also wear eye protection.

* Areas used by a sick person will be closed off for the remainder of the school day and not used before cleaning and disinfection has occurred.

● Any symptoms of illness a student should stay home.

● Fever, cough and trouble breathing are the most common symptoms of COVID-19 so

children/staff with any of these symptoms should stay home and be evaluated by a doctor to discuss possible Covid testing. Additionally, if the child/staff has 2 or more of: chills, muscle aches, headache, sore throat, vomiting, diarrhea, fatigue or runny nose should also stay home and be evaluated by a doctor.

○ Children and staff should not come to school if they have symptoms. Children and staff should be evaluated by a doctor when necessary and COVID-19 testing performed at

the doctor’s discretion. If COVID-19 testing is sent, the child/staff member should remain

at home until test results are available.

* If child/staff is tested and the test is positive, the child/staff member will need to stay home for 10 days from the date of the test. Individual should not return until they have no fever (without the use of a fever-reducing medication) for >24 hours, and all symptoms have improved.
* If child/staff tested and the test is negative, the child/staff may return to school when there has been no fever (without the use of a fever-reducing medication) for >24 hours and all symptoms have improved.
* If no test is performed for child/staff, the child/staff may return to school when there has been no fever (without the use of a fever-reducing medication) for >24 hours, all symptoms have improved and it has been >10 days from the onset of symptoms.
* If a household member has symptoms, has a pending test or has a positive test, the

child/staff member should not attend school.

* If a household member has a positive test, the child/staff member should be tested themselves as soon as possible, preferably within 1-2 days so the preschool can assess risk.

● Children/staff with a household member/contact with a pending test should stay home until the

test result is known – a household member/contact’s positive result will initiate the 10-day quarantine period for the child/staff and the child/staff should be tested themselves (see above); a household member/contact’s negative test will allow the child/staff to return to school.

● Since signs and symptoms of COVID-19 overlap with those of many other viruses and early

childhood illnesses, we are asking even children/staff with mild symptoms to stay home until the

above criteria are met (no fever (without the use of a fever-reducing medication) for >24 hours and all symptoms have improved).

● Notify St. Paul’s Covid-19 Taskforce Team, staff, and families of exposure or confirmed case within 1 business day. Parents should notify the Preschool director as soon as they are aware of an exposure or confirmed case. The Director should notify the staff, families and task force.

**Guidelines for hygiene practices for students and staff which include the manner and frequency of hand-washing and other best practices and on the use of face coverings by all staff and students.**

● Students and staff will wash their hands on arrival to the classroom using either soap and water or alcohol-based hand sanitizer. Frequent hand washing and covering coughs and sneezes will be encouraged among students and staff.

● Face coverings are required for all students and staff while indoors. Extra masks will be available in the event that the mask becomes soiled or is forgotten. Masks should fit well and consistently be worn over both the nose and mouth. Masks from home will be allowed, for further guidance refer to the CDC published guidance on masks. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>

● We will maintain adequate supplies, and carefully monitor inventory, to support healthy hygiene behaviors, including soap, face coverings, personal protective equipment, hand sanitizer with at least 60 percent alcohol, paper towels, tissues, and no-touch trash cans. (See Pennsylvania COVID-19 PPE & Supplies Business-2-Business (B2B) Interchange Directory.) Avoid methyl alcohol.

● There will be signs posted on how to stop the spread of COVID-19, such as properly washing

hands, promote everyday protective measures, and properly wear a face covering.

**Procedures for cleaning, sanitizing, disinfecting, and ventilating learning spaces and any other areas used by students (i.e. restrooms, and hallways)**

● We will clean and disinfect frequently touched surfaces and objects within the school at least

daily, including door handles, sink handles, and drinking fountains.

● Ventilation systems will be kept operating properly and windows will be opened when weather

allows increasing circulation of outdoor air.

**Protocols for distancing student seating and other social distancing practices learning space occupancy that allows for 3 feet of separation among students and staff throughout the day to the maximum extent feasible**

● For morning classes M-Thu, the same group of students will stay with the same staff based on age and developmental level of students.

* Any optional Friday classes will run with the same groups of students and staff, no mixing of students from different classes will occur this year.
* PM Pals will not run if York County is in a community spread of high (PM Pals).

● Restrict interactions between groups of students, i.e. playground and hallways.

● Establish distances (CDC recommends 3 feet) between student desks/seating and other social distancing practices to the maximum extent feasible and appropriate.

● Field trips or outside visitors should be held outdoors and cancelled if York County is in a state of high spread.

● Hold classes in gyms or outdoor spaces when possible.

**Procedures for serving meals in classrooms**

● Snacks and lunch will be distributed by staff wearing gloves.

● Social distancing should continue to be observed during snack and lunch time to a minimum of 3 feet but should be maximum extent feasible.

● Children will be encouraged not to share food.

● Children and staff will wash hands prior to and after snack/lunch.

**Schedules for training all faculty and staff on the implementation of the Health and Safety**

**Plan before providing services to students**

● Disseminate and update health and safety documents prior to school start.

**Methods of limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students**.

● Four-year-old students will use the south tower only and three-year-olds will use the north tower. PM Pals will use north tower. Students will be greeted at the appropriate exterior door by preschool staff, staff will direct students directly to the class.

● Use common areas at separate times after being disinfected.

● 2 Year Drop off Plan: One parent will be permitted to enter at the playground doors with their child for the first 2 weeks of school. They will be directed to use the elevator to proceed up to the classroom. Masks will be required. We will share the information with the parents at orientation. Preschool staff will be at the door greeting parents and directing them to the elevator. After the first 2 weeks, staff will bring the students up in small groups on the elevator.

**Procedures to limit the sharing of materials among students**

● Clean and disinfect shared items between uses.

● Keep each student’s belongings separated from others’ and in individually labeled cubbies. Cubbies will be disinfected between morning and afternoon classes (after morning class and after afternoon PM Pals class).

● No playdough, stuffed/plush toys or dress-up clothing.

● Each student will be provided with their own basket of crayons, markers, scissors, glue sticks,

which will be only used by them.

**Processes for identifying and restricting non-essential visitors and volunteers**

● Large group activities such as field trips, inter-group events, and extracurricular activities will not be held at this time unless the preschool seeks specific recommendation from the Task Force and approval from Council.

● No nonessential visitors, volunteers, or activities that involve other groups unless the preschool seeks specific recommendation from the Task Force and approval from Council.

**Protocols for adjusting transportation schedules and practices to create social**

**distance between students**

● Each class will use a different door for arrival and drop-off.

● Staff person will man arrival locations to greet and screen.

**System for ensuring ongoing communication with families around the elements of the local Health and Safety Plan including ways that families can practice safe hygiene in the home**

● Post Health and Safety Plan on church website under preschool tab – the preschool’s website will direct families/staff to the church website. Parents will be informed of Health and Safety Plan during orientation and be provided a paper or an electronic copy via email.

● Provide regular update information on the church website and in parent flyers/letters/emails.

● Encourage caregivers and families to practice and reinforce good prevention habits at home and within their families.

***This policy was approved and adopted on \_August 24, 2020\_by the St. Paul’s Lutheran Church Congregational Council. Updated September 13, 2021.***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tristan Ericson, Council President

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Deb Becker, Preschool Director

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**Appendix**

Complete the Preschool Screening Sheet prior to School/Work - Staff will read the question to each parent for the first two weeks at drop-off, afterwards the posted questions can be used instead, parents will still be asked to answer questions individually (not as a group).

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Name | Teacher (T) or Student (S) | Time | Temperature | Do you have a new onset of cough or shortening of breath? | Have you had close contact with a person who tested covid positive within the last 10 days? | Are you taking any medication to treat or reduce a fever such as Ibuprofen (i.e. Advil, Motrin) or Acetaminophen (Tylenol)? | Is anyone in the household awaiting a pending test appointment or test result for covid? Except for travel/events. | Results |

**Home Symptom Screening Tool**

|  |
| --- |
| Home-Based Symptom Screening  Caregivers:  If your child has any of the following symptoms, they might have an illness they can spread to others.   * Temperature of 100.4 degrees Fahrenheit or higher * Sore throat * Cough (for students with chronic cough due to allergies or asthma, a change in their cough from usual) * Difficulty breathing (for students with asthma, check for a change from their baseline breathing) * Diarrhea or vomiting * New onset of severe headache, especially with a fever   Check your child for these symptoms before they go to school. Check symptoms for changes from usual or baseline health. **If your child DOES have any of the symptoms above:**  * Keep them home from school * Get your child tested for COVID-19. * Contact your child’s school and report that your child is sick. The school may ask some additional questions to help determine when it is safe for your child to return to school and about other people who may have been exposed. * CDC has a [Coronavirus Self Checker](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/coronavirus-self-checker.html)\* available in its website, which may help you make decisions about seeking medical care for possible COVID-19.  **If your child does NOT have any of the symptoms above:**  * Consider whether your child needs to see a healthcare provider and be tested for COVID-19. Even if they don’t have symptoms, your child should be tested if they:   + have been in [close contact with someone with COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#contact), or   + have taken part in activities that puts them at higher risk for COVID-19 because they cannot physically distance as needed, such as participating in contact sports, attending a gathering with other children or family, or   + were asked or referred to get testing by a [state](https://www.cdc.gov/publichealthgateway/healthdirectories/healthdepartments.html), [tribal](https://www.cdc.gov/tribal/tribes-organizations-health/tribal_groups.html), [local external icon](https://www.naccho.org/membership/lhd-directory), and [territorial](https://www.cdc.gov/publichealthgateway/healthdirectories/healthdepartments.html) [health department](https://www.cdc.gov/publichealthgateway/healthdirectories/index.html) or healthcare provider. * For the purposes of these criteria, daycare and school settings that implement multiple prevention strategies, such as universal and correct use of masks and physical distancing to the greatest extent possible, are **not** considered higher risk settings. * If they do not have symptoms and do not meet any of the criteria above, send them to school as usual.   \*Coronavirus Self Checker: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/coronavirus-self-checker.html> |

Sources: COVID-19: K-12 Schools and Childcare Programs ([www.cdc](http://www.cdc).gov › schools-childcare ›

schools-faq

[*https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/Pages/default.aspx*](https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/Pages/default.aspx)

(Modified by the St Paul’s Lutheran COVID-19

Taskforce for applicability to Preschool activities at St. Paul’s.)