

# ***St Paul's Lutheran Preschool Health and Safety Plan***

## **Identification of a “pandemic coordinator/team”**

- All staff will be involved in the health and safety of the school.
- Director/Asst. Director will be in contact with the St. Paul's Covid-19 Taskforce Team.
- The St. Paul's Covid-19 Taskforce will serve as support for the preschool.

## **I. Guidelines for Families and Staff Regarding Illness and When to Stay Home from School**

### **Daily Health Checks**

- Staff and students should complete a daily health check using the Home-Based Symptom Screening tool attached below.

### **Illness and Isolation**

- All staff and students will be required to remain at home when showing signs of any illness.
  - Since signs and symptoms of COVID-19 overlap with those of many other viruses and early childhood illnesses, we are asking even staff/students with mild symptoms to stay home until the below criteria are met.
- Fever, cough and trouble breathing are the most common symptoms of COVID-19. Chills, muscle aches, headache, sore throat, vomiting, diarrhea, fatigue or runny nose can also be symptoms. Stay home and contact your doctor to discuss if testing for COVID-19 is recommended if you have symptoms.
  - If COVID-19 testing is performed, the staff/student should remain at home until test results are available.
    - ❖ If the symptomatic staff/student is tested and the test is **positive**, the staff/student will need to stay home for at least 5 days from the date of the test. To return to school the staff/student must
      - be fever free for over 24 hours (without the use of a fever-reducing medication),
      - show improvement with all symptoms
      - receive a negative Covid test taken after day 5
      - wear a well fitting mask through day 10
    - ❖ If the symptomatic staff/student tested and the test is **negative**, the individual may return to school only when they are fever free for over 24 hours (without the use of a fever-reducing medication) and all symptoms have improved.
    - ❖ If the symptomatic staff/student is recommended by their doctor to get a test, but no test is performed, then that individual may return to school only when it has been more than 10 days from onset of symptoms, when fever free for over 24 hours (without the use of a fever-reducing medication) and all symptoms have improved.

If a household member has symptoms, has a pending test or has a positive test, the staff/student should not attend school.

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

### Exposure

**If an exposure occurs at the preschool** (defined as a staff/student being in the classroom in the two days prior to when they developed symptoms or, if the staff/student does not have symptoms but has a positive COVID-19 test result, being in the classroom in the two days prior to the positive test result), then following will occur:

- All families will be notified of the exposure.
- All staff/students who were attending class on the day(s) the exposure occurred will be allowed to continue attending preschool as long as they remain **asymptomatic** and can **wear a mask** consistently and correctly. A test should be performed after day 5.

### Who To Notify

- Parents should notify the Preschool Director as soon as they are aware of an exposure or confirmed case.
- The Director will notify St. Paul's Covid-19 Taskforce Team, staff, and families of any exposure or confirmed case within 1 business day.

### If Illness Develops at School

- Should a child become ill during school they will be isolated in an adjoining room and family contacted to pick up the child immediately within 30 minutes of being notified.
  - Staff caring for the child will maintain a distance of over 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.

## II. Hygiene and Physical Distancing

### Guidelines, hand-washing, hygiene-practices, and face coverings.

- 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/masks requirements will be based on the CDC's Covid-19 Community Levels guidelines
  - **Low** - wear a mask based on your personal preference, informed by your personal level of risk
  - **Medium** - if you are immunocompromised or at high risk for severe illness talk to your healthcare provider about additional precautions, such as wearing masks
  - **High** - wear a well fitting mask indoor in public, regardless of vaccination status or individual risk

Extra masks will be available by the preschool 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. Refer

to the CDC published guidance on face coverings for more information.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>

### **Meals**

- Children and staff will wash hands prior to and after snack/lunch.
- Snacks and lunch will be distributed by staff wearing gloves.
- Children will be encouraged not to share food.

### **Field Trips and Visitors**

- Visitors will abide by St. Paul's Lutheran Preschool Health and Safety Plan.
- The Preschool can seek recommendation from the Task Force regarding field trips and visitors as the Director/Assistant Director deems necessary.

### **Drop-off and Pick-Up**

- Four-year-old students will use the south tower 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.
- 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. After the first 2 weeks, staff will bring the students up in small groups on the elevator.

### **Procedures to Limit Sharing of Materials**

- Keep each student's belongings separated from others' and in individually labeled cubbies. Cubbies will be disinfected between classes if shared.
- Each student will be provided with their own basket of crayons, markers, scissors, glue sticks, which will be only used by them.
- Ventilation systems will be kept operating properly and windows will be opened when weather allows increasing circulation of outdoor air, if safe to do so.

### **Procedures for cleaning, and ventilating areas used by students**

- We will clean and disinfect frequently touched surfaces and objects within the school at least daily, including door handles, sink handles, and drinking fountains.
- Clean and disinfect shared items between uses.

### **Supplies**

- 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.

## **Communication**

### **System for ensuring ongoing communication with families regarding the Health and Safety Plan**

- 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 the 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
- The Director/Assistant Director will be responsible for training staff on the most current Health and Safety Plan.

***This policy was approved and adopted on August 24, 2020 by the St. Paul's Lutheran Church Congregational Council. Updated September 2022***

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

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

\_\_\_\_\_ Rev. Stanley Reep, Pastor

## Appendix

Complete the Preschool Screening Sheet prior to School/Work - Staff will share with parents at orientation and ask families to refer to this screening tool daily to prevent the spread of illness. We ask parents to please keep children home if any symptoms are present in order to keep their classmates and teachers healthy.

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
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### 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\\*](#) 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, 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, tribal, local external icon, and territorial health department 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:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-childcare-guidance.html>

<https://www.cdc.gov/coronavirus/2019-ncov/your-health/isolation.html>

(Modified by the St Paul's Lutheran COVID-19  
Taskforce for applicability to Preschool activities at St. Paul's.)

**I have read and agree to St. Paul's Lutheran Preschool Health and Safety Plan.**

Student Name(s) \_\_\_\_\_

Parent/Guardian Name and Relationship (print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_