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# GRACE PRESCHOOL COVID-19 PREVENTION POLICY

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## Introduction

The Grace Preschool COVID-19 Prevention policy has been developed using the strictest of guidelines. While it is our intention to meet all governing agency guidelines, we have taken the time to formulate this Prevention Policy to outline the steps we are taking within our facility.

## Facility Sanitation Procedures

### Classroom Cleaning / Sanitation Schedule

Teachers will sanitize classrooms after each transition. This includes wiping down desk area, light switches, toys, doorknobs, etc...

DAILY TASKS performed by teachers and or custodial staff (When Children are Outside and at the end of the day):

- Sweep and mop both bathroom and classroom floors at rest time & closing
- Bathroom and classroom sink cleaned and disinfected at rest time & closing. Additionally, one child in the bathroom at a time.
- After each use, the toilet seat, toilet handle and faucets must be sprayed and wiped down.
- Tables and chairs wiped down and sanitized after every use
- Microwave needs to be wiped out daily after lunch time
- Cups washed daily and returned to cubby or lunch box
- Wipe teacher desk and keep clear after every use
- Sanitize all mats, cubbies, and trash cans everyday
- Wipe doorknobs & light switches frequently.

Circle Time/Quiet Place	Blocks	Dramatic Play	Science, Sand, Manipulative	Art Center
<ul style="list-style-type: none"> <li>• Wipe all shelves</li> <li>• Wash soft items</li> <li>• Wipe out buckets</li> <li>• Wash walls in center</li> <li>• Rotate books</li> <li>• Sanitize rug</li> </ul>	<ul style="list-style-type: none"> <li>• Wipe all shelves</li> <li>• Sanitize all toys</li> <li>• Wash soft toys</li> <li>• Wipe chairs &amp; tables</li> <li>• Wipe out buckets</li> <li>• Wash walls in center</li> </ul>	<ul style="list-style-type: none"> <li>• Wipe all shelves</li> <li>• Sanitize all toys</li> <li>• Wash soft toys</li> <li>• Wipe chairs &amp; tables</li> <li>• Wipe out buckets</li> <li>• Wash walls in center</li> <li>• If using dress up clothes, these must be washed daily.</li> </ul>	<ul style="list-style-type: none"> <li>• Wipe all shelves</li> <li>• Sanitize all toys</li> <li>• Wash soft toys</li> <li>• Wipe chairs &amp; tables</li> <li>• Wipe out buckets</li> <li>• Wash walls in center</li> </ul>	<ul style="list-style-type: none"> <li>• Wipe all shelves</li> <li>• Clean paint off easel</li> <li>• Wash smocks</li> <li>• Wipe chairs &amp; tables</li> <li>• Wipe out buckets</li> <li>• Wash walls in center</li> <li>• Restock center</li> </ul>

#### **Sanitizing Procedure**

**Lay all hard toys on towel on table  
Spray with Lysol / Bleach spray  
Flip toys and repeat**

**USE ONLY TUB MARKED "SANITIZING" FOR CLEANING SHELVES, CHAIRS AND HARD SURFACES**

**"YUCK BUCKET" items are to be sanitized at rest and at the end of the day and returned to classroom.**

#### **Closing Procedures**

**Empty all trash cans & diaper pails  
Sweep & mop all hard surface floors  
Wipe tables & chairs with Lysol / Bleach spray  
Wipe clipboards down with Lysol / Bleach spray**

**SIGN OUT ALL CHILDREN AND RETURN CLIPBOARDS TO CORRECT CLASSROOM**

## Restroom Sanitation

- Restrooms must be sanitized after each use.
- Only one child at a time in the bathroom.

- Counters and faucets must be sprayed and wiped down after each use. Toilets must be bleach sprayed after each use.

## Children Safety and Protocol

Parents must immediately notify Grace Preschool management if they become aware of any person, diagnosed with Covid-19, with whom their child or they themselves have had contact.

### Sick Policy

Children may not attend

Grace Preschool will not serve children with:

- Vomiting one (1) or more times
- A fever of 100.4 or higher
- Undiagnosed and unusual spots, skin rashes or untreated infected skin patches
- Diarrhea one (1) or more times in a day
- Evidence of live lice, nits, scabies or other parasites
- Severe coughing causing red or blue coloration on the face
- Severe coughing that causes a “whooping” sound
- Rapid or difficult breathing
- Yellowish skin or eyes
- Redness of the eye with obvious discharge, matted eyelashes and itchy eyes
- Unusually dark urine and/or gray stool
- Sore throat or difficulty swallowing
- Stiff neck with elevated temperature
- Excessive fatigue
- Inability to participate in normal daily activities

Additionally, if any student or family member exhibits the following COVID-19 symptoms, the student will not be allowed to attend:

- Dry Cough
- Shortness of Breath
- Chills
- Loss of taste or smell
- Sore Throat
- Muscle aches
- A fever of 100.4 or higher

Children may be readmitted

- With a physician’s note stating that the child is free from communicable disease and that returning poses no risk to the child or others.

**OR**

- The child is visibly free from communicable disease which includes being fever free without the benefit of fever reducing medication for 48 hours and free from vomit or diarrhea for 48 hours while on a normal diet.

**AND**

- The child has been away from the preschool for at least one full business day. Example: Child goes home with a fever on Monday, they may return no sooner than Wednesday as long as they have either a physician's note and/or the child is visibly free from communicable disease as described above.

For a child who has been kept out of school because they or their family members exhibited Covid-19 symptoms, readmission will be allowed only with a physician's note stating that the child is free from disease and that returning poses no risk to the child or others.

#### Right to refuse a student

Grace Preschool retains the right to continue to exclude a child despite a physician's note if the statement contradicts the centers policies or is not in the child's or staffs best interest.

#### Should symptoms arise during school

If a child is showing symptoms of illness, the child will be moved to a safe and supervised area to isolate. The parent must pick up the child within 30 minutes of notification that the child is being sent home. The parent will be required to sign an illness form upon pickup and the child will not be readmitted to school until the conditions described above have been met.

#### Student Sign in procedure

- Parents and students must remain in their vehicle during check in process until called upon.
- Parents and guardians are not permitted to enter the facility beyond the designated drop-off and pick-up area.
  - In the event of an emergency requiring any guardian to enter the facility the following must occur:
    - Temperature check passed
    - Sanitization of hands must occur
    - Face covering must be worn at all times
    - A distance of 6 feet apart from any persons must be enforced, except for their child/ren
- Each Student will have their temperature checked before entering the facility and throughout day.
  - The temperature taker will be a Grace Preschool Administrator or Teaching Team Member, and must be wearing personal protective equipment (PPE).
  - CDC Temperature cut-off is 100.4 deg F

#### Nap Time

- The children must be 6 feet apart and/or sleeping head to toe
- All nap time items will be sanitized and sent home on Fridays for laundering.

## Children Meals

- Family style serving is strictly prohibited. The food must be kept separate from the children and served on individual plates.
- Masks and/or shields must be worn as well as gloves when serving food.

## Playground Use

- Age groups will not be permitted to mix while going outside: Please see new outside schedule (a separate document). It is critical that we stay on schedule so that the playground can be cleaned between each group visit. If we have a team of three, one person should stay inside to sanitize classrooms. Once they join the group to take the children back into the building, one staff member will stay at the playground to sanitize it.

## Staff and Volunteer Procedures

All employees and volunteers of the Grace Preschool must sign a medical release waiver (Waivers section).

The following actions will be taken each day to ensure safety:

- Staff and Volunteer temperatures will be taken upon arrival to work and when returning to the building after leaving for a break or lunch period.
  - The temperature taker will be a Grace Preschool Administrator or Teaching Team Member, and must be wearing personal protective equipment (PPE).
  - CDC Temperature cut-off is 100.4 deg
- Staff and Volunteer must wear a mask and/or shield when interacting with adults fewer than 6 feet apart, during diaper changes and meal preparation.

Any Staff or Volunteer must immediately notify Grace UM Preschool Administration if they become aware of any person with whom they have had contact exhibits any of the symptoms below, is advised to self-isolate, quarantine, or has tested positive, or is presumed positive for COVID-19

## Staff and Volunteer Sick Policy

Employee and volunteer may not enter or be around the facility if they themselves or anyone in their household has tested positive for COVID19. Employees may not report to work should they be exhibiting any of the following symptoms:

- Vomiting one (1) or more times
- A fever of 100.4 or higher
- Undiagnosed and unusual spots, skin rashes or untreated infected skin patches
- Diarrhea one (1) or more times in a day
- Evidence of live lice, nits, scabies or other parasites
- Severe coughing causing red or blue coloration on the face
- Severe coughing that causes a “whooping” sound
- Rapid or difficult breathing
- Yellowish skin or eyes
- Redness of the eye with obvious discharge, matted eyelashes and itchy eyes
- Unusually dark urine and/or gray stool
- Sore throat or difficulty swallowing

- Stiff neck with elevated temperature
- Excessive fatigue
- Inability to participate in normal daily activities

Additionally, any employee or volunteer that exhibit the following symptoms will not be allowed to attend:  
(COVID-19 Symptoms)

- Dry Cough
- Shortness of Breath
- Chills
- Loss of taste or smell
- Sore Throat
- Muscle aches
- A fever of 100.4 or higher

Staff and Volunteer may be readmitted

- With a physician's note stating that the staff or volunteer is free from communicable disease and that returning poses no risk to the staff or volunteer or others.

**OR**

- The staff or volunteer is visibly free from communicable disease which includes being fever free without the benefit of fever reducing medication for 48 hours and free from vomit or diarrhea for 48 hours while on a normal diet.

**AND**

- The staff or volunteer has been away from the preschool for at least one full business day.  
Example: staff or volunteer goes home with a fever on Monday, they may return no sooner than Wednesday as long as they have either a physician's note and/or the staff or volunteer is visibly free from communicable disease as described above.

For a staff or volunteer who has been kept out of school because they or their family members exhibited Covid-19 symptoms, readmission will be allowed only with a physician's note stating that the staff or volunteer is free from disease and that returning poses no risk to the staff or volunteer or others.

### Staff Break Room

- Each employee must wipe down the area which you use before and after every use.
- Do not put any food in the fridge. Please use a personal lunch box.
- MOST IMPORTANT- PLEASE KEEP THINGS CLEAN
- No more than TWO staff members at a time may use the staff room. During this time, you may want to find an alternative place to have your lunch e.g. outside, or any other area on the church grounds. Wherever you go, be sure you sanitize it when you first go in and again before you leave.

### Classroom Protocols

- Teachers will remain in their classrooms except when taking the children outside, bathroom use, gathering materials, personal lunch or speaking with Administration. If you must go to another

class, be sure you are wearing your mask and speak only from the doorway. DO NOT go all the way into the room.

## Waivers

# Assumption of the Risk and Waiver of Liability Relating to Coronavirus/ COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal state, and local governments and federal and state health agencies recommend social distancing and in Florida has have, in many locations, prohibited the congregation of groups of people

Grace UM Preschool has put in place preventative measures to reduce the spread of COVID-19; however, the school cannot guarantee that you or your child(ren) will not become infected with COVID- 19. Further, attending Grace UM Preschool could increase your risk and your child(ren)'s risk of contracting COVID-19.

.....

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child(ren) and I may be exposed to or infected by COVID-19 by attending Grace UM Preschool and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at Grace UM Preschool may result in actions, omissions, or negligence of myself and others, including, but not limited to, Grace UM Preschool employees, volunteers, and program participants and their families.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my child(ren) or myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I or my child(ren) may experience or incur in connection with my child(ren)'s attendance at Grace UM Preschool. On my behalf, and on behalf of my children, I hereby release, covenant not to sue, discharge, and hold harmless to Grace UM Preschool its employees, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on actions, omissions, or negligence of, Grace UM Preschool, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any Grace UM Preschool program.

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Signature of Parent / Guardian                      Print Name of Parent / Guardian                      Date

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Signature of Witness                                      Print Name of Witness                                      Date

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Print Name of child(ren) attending Grace UM Preschool

## Covid-19 Procedures in place for Parents and Children

1. I understand that I will not be permitted to enter the facility beyond the designated drop-off and pick-up area. I understand that this procedure change is for safety of all persons present in the facility and to limit to the extent possible everyone's risk of exposure. I understand that it is my responsibility to inform any Emergency Contact persons of the information contained herein. (Parents, if you are dropping off your child after 8:30 (as a reminder this is only for doctor/dentist appointments) or picking up before 2:30, please call ahead so that we can have your child ready at the door for you.)
2. I understand that if there is an emergency requiring me to enter the facility, my temperature will be taken, I will need to sanitize my hands and wear a mask. While in the facility, I must practice social distancing and remain 6 feet from all other people, except my own child/ren.
3. I understand that when dropping off my child, I myself must be healthy and my child must be healthy. I understand that my child will have their temperature checked before entering the building and again throughout the day.
4. I understand that during this time, the sick policy has been modified. I have read the current sick policy and will adhere to it; including not giving my child any fever reducing medications before sending them to school.
5. I understand that my child will be required to wash their hands using CDC recommended handwashing procedures throughout the day using warm running water and rubbing with soap for at least 20 seconds.
6. I understand that outside of care, in order to control my child's exposure in the community, I will comply with any and all state, county or local stay-at-home orders.
7. I will immediately notify Grace Preschool management if I become aware of any person with whom my child or I have had contact with that becomes diagnosed with Covid-19.
8. I understand that naptime items need to be taken home every Friday and washed before returning them on Monday morning.
9. I understand that while present in the facility each day my child will be in contact with children, families and other employees who are also at risk of community exposure. I understand that no list of restrictions, guidelines or practices will remove 100% of the risk of exposure to COVID-19 as the virus can be transmitted by persons who are asymptomatic and before some people show signs of infection. I understand that I play a crucial role in keeping everyone in the facility safe and reducing the risk of exposure by following the practices outlined herein.
10. I understand that if I pick up my child while they are outdoors, I must be wearing a mask and use social distancing at the gate.

Child's Name \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_