

COVID-19 Policies and Procedures



"A friend loves at all times."
Proverbs 17:17

These policies and procedures have been drafted in accordance with the guidelines and recommendations provided by the CDC and Bright From the Start.

**Any concerns or questions regarding these policies should be directed to the
Cannon UMC Preschool Administration**

preschool@cannonchurch.org

678-501-6442

Cannon Preschool will:

- Restrict family/visitor access to the building.

Children will be dropped off each morning via carpool. (Toddlers will be walked in by a masked adult.) If you arrive after carpool, please park at the education “preschool” entrance and call the office, someone will come out to get your child.

If you arrive before 1:00 dismissal call the office 678-501-6442 and we will bring your child out to you. Please note that from 12:45-1:10 all staff will be at carpool.

Upon Arrival we will Screen children and staff by:

- Asking caregiver about COVID exposure to child and family members.
- Making a visual inspection of the person for signs of infection such as flushed cheeks, fatigue, or extreme fussiness.
- Health checks will be repeated periodically throughout the day for staff and children to check for new symptoms developing-as needed.
- Hand sanitizer before proceeding to the classroom.

In the Classrooms we will:

- Only allow children and staff who are required for daily operations and ratio inside the building and classrooms.
- Maintain no more than 16 persons, including children and staff members, within one contained classroom
- *If possible*, classrooms should include the same children in the group each day and the same teachers.
- Keep each group of children in a separate room.
- Limit the mixing of children by staggering playground times and keeping groups separate as much as possible.
- As much as feasible (inside), all staff members and children (3’s & 4’s) will wear protective face masks.

- We will not require masks when they are outside. But they will still be required to play as safely as possible-not in each other's faces. Socially distant when possible.
- Routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, being conscience of items that might not ordinarily be cleaned daily such as doorknobs, light switches, countertops, chairs, cubbies, and playground structures.
- Clean and sanitize all toys at the end of the day.

Handwashing

- Follow proper hand hygiene guidance for adults and children such as washing hands frequently with soap and water for at least 20 seconds (about as long as it takes to sing "Happy Birthday" twice). ***This will be done upon arrival.***

In addition to usual handwashing, make sure to wash hands:

- before and after eating meals and snacks
 - after blowing noses, coughing, or sneezing or when in contact with body fluids
 - after toileting
 - when coming in from outside
- Avoid touching eyes, nose, and mouth.
 - Cover coughs and sneezes with a tissue or elbow.
 - Hand sanitizing products with 60 percent alcohol may be used in lieu of handwashing when outdoors if hands are washed upon returning indoors.

Hand sanitizer must be stored out of reach of children when not in use. Cannot be used for eating, preparing, or serving food.

Children or staff who develop symptoms during the day

- If a child or staff member develops any symptoms of COVID-19, they will be removed from the class and sent home as soon as possible.
- While waiting for a sick child to be picked up, caregivers should stay with the child in a room isolated from others. If the child has symptoms of COVID-19, the caregiver should remain as far away as safely possible from the child (preferably, 6 feet) while maintaining visual supervision. Follow CDC Guidance for wearing cloth face covering.

Family Responsibilities

- Please keep your children home if there is any doubt of their health status.
- Please check your child for symptoms/fever before coming to Preschool.
- Every child should have a mask and a spare to wear each day. (3's & 4's)
- Please send a snack with your child each day. We will NOT be providing snack at this time. Snacks should be labeled with your child's name.
- Provide a lunch for your child every day labeled with your child's name.
- Each child should have a personal water bottle (labeled) to use while here. Water fountains will not be in service. However, we can refill bottles in the classroom sinks.
- Parents **MUST** be available to pick your child up in a timely manner (within 30 minutes) if you are called because your child is not feeling well. If your work is further away than 30 minutes, you need to have a backup pick-up person who is closer.
- Please notify us as soon as possible if there is a possible exposure of COVID-19 to your child or family.

Exposure:

- If a classroom is made aware of a positive diagnosis, parents will be informed in a timely manner.
- Each case will be evaluated individually and the class will be quarantined if needed.