

## **SANLANDO CHRISTIAN SCHOOL PLAN FOR OPERATION DURING COVID-19 PUBLIC HEALTH EMERGENCY**

**Updated August 2, 2021**

Sanlando Christian School strives to operate in ways that maintain the health, safety and wellbeing of all staff and students while fulfilling our mission and retaining the qualities that make SCS a special place. We will work together with staff, families and leadership of Sanlando United Methodist Church to implement the following procedures, in accordance with guidance from the Florida Conference of the United Methodist Church, the United Methodist Association of Preschools and local, state & national authorities. These procedures may be revised at any time due to changes in guidance or circumstances. All revisions will be communicated to staff and families via email prior to implementation.

### **OPERATIONAL CHANGES**

#### **Access to Facility:**

Staff, enrolled children, licensing authorities and members of the school advisory council will be allowed inside the facility at any time during operating hours. Provisions will be made for church members to have an alternate means of entry to shared spaces during the school day. Parents and guardians may be on campus briefly to drop off and pick up children and for other events as noted by the director, to include classroom visits, parent orientation, parent conferences, and Family Chapel.

- To best protect the children and staff and to help prevent the spread of illness, **all adults who are not regular staff members are strongly urged to wear masks when on campus.**
- Children will be dropped off and picked up at their classrooms. Parents are asked to approach the door one at a time, and families should only plan to remain on campus for this purpose.
- Please maintain a distance of at least 6' between family units when waiting at arrival or dismissal.
- Adults who are unable to wear a face covering may make arrangements for an office staff member to meet them at the main portico at 9 am. The office staff will walk those children to and from classrooms.
- Families who arrive late or need to pick up their child early will need to call the school office. A staff member will meet them at the entrance.
- The SCS office will be accessible to parents by appointment or when they are picking up a child who is ill or injured. An office staff member will be on hand during arrival and dismissal times.

#### **Group Sizes and Containment:**

To best prevent the spread of COVID-19, SCS will maintain small class sizes (no more than 12 children per classroom, based on UMAP accreditation ratios for each age level):

- Young 2s – up to 8 children, 2 teachers
- Older 2s – up to 10 children, 2 teachers when at capacity
- PK 3s – up to 12 children, 2 teachers when at capacity
- VPK – up to 11 children, 1 teacher & 1 part-day assistant
- Kindergarten – up to 12 children, 1 teacher & 1 part-day assistant

Adults and children from different classrooms will not mix indoors unless sufficient distance is maintained between groups. Classes may have separate playground, chapel & music times. Group gatherings must remain within the capacity guidelines of Sanlando UMC. In addition, distance must be maintained between family groups, and masks must be worn by all adults during the gatherings. As the numbers of cases decrease, classes may combine on the playground with director approval as long as the combination remains consistent.

**Updated Acknowledgment and Disclosure Forms: (see appendix)**

- All SCS staff will need to read, initial and sign the SCS Staff COVID-19 Acknowledgment and Disclosure Form.
- All enrolled children must have the SCS Family COVID-19 Acknowledgment and Disclosure form initialed and signed by a parent or guardian.

**PHYSICAL ENVIRONMENT**

**Cleaning and Disinfection:**

- Equipment will be sanitized using an approved disinfectant and rinsed with water after school each day.
- During the school day, staff will continue use of Clorox disinfecting wipes or a 1:10 bleach & water solution to keep surfaces clean between use. (This was our procedure prior to COVID).
- Toys will be sanitized daily, and items that are mouthed or exposed to bodily fluid will be set aside until they can be disinfected.
- Each classroom will utilize a HEPA air filtration unit, with filters changed according to manufacturer specifications.
- Area rugs and glued down carpeting will be steam-cleaned at least twice a year.

**HEALTH AND SAFETY**

**Daily Health Screenings:**

- Families will be asked to ensure that they are not exhibiting symptoms of COVID-19 and that their child has not taken medication to hide symptoms. Temperatures may be taken at any point during the school day.
- Staff will monitor children as they enter the classrooms and during the school day for changes in their physical health. A child who begins to exhibit symptoms associated with any illness at school will be sent home.
- Employees are expected to stay home when they or a family member in their household is exhibiting symptoms of COVID-19 (see Acknowledgment & Disclosure Form for details). Should symptoms develop during the school day, they must notify the office immediately and arrange to go home.
- Staff and families will be provided a list of screening questions and must be able to answer no to all questions before entering the facility (see appendix).

**Hygiene:**

- Children and staff will need to wash and sanitize hands frequently (when entering the facility, when changing activities, when returning to the classroom, after use of restroom and before & after meals)
- Children will be reminded to keep hands away from their faces, to wash hands frequently, catch sneezes and coughs in a tissue or their elbows, and to use alternate means of physical connection with other children (fist bumps, elbow kisses, etc.) instead of high fives.
- Lunch is eaten in the classroom, children bring individual reusable water bottles to school, and snack is served in disposable coffee filters – those procedures will not change.

**Masks:**

- Masks will not be required for children, but if families want their children to wear a mask, we will do everything possible to ensure that is done.
- Masks will not be required for staff when they are in their own classroom with their assigned group of children. Staff members may wear masks if they desire.
- Staff members who are stepping into a classroom to which they are not assigned or a common area may be asked to wear a mask.
- Masks will be strongly recommended for parents or any other adults who are on campus, regardless of vaccination status.

**COMMUNICATION**

- The acknowledgment & disclosure forms contain information on the signs and symptoms of COVID-19 as well as hygiene procedures and CDC recommendations for limiting exposure. This information is not exhaustive.
- School or classroom closures due to COVID-19 and extending beyond five days may be made up in accordance with state requirements. Notification will be sent via email and our parent contact app, & privacy will be maintained.
- Revisions to procedures will be sent to staff and families via email prior to implementation.
- Classroom teachers will communicate briefly with parents at arrival and dismissal, as well as through the parent contact app. For conversations requiring more than one or two minutes, parents are welcome to contact teachers by calling or emailing the school office.
- Communication from office via email, e-news and parent contact app will continue as usual.
- Office staff will check in with staff members daily to monitor physical & emotional wellbeing.

**NOTIFICATION PROCEDURES: COVID-EXPOSED AND COVID POSITIVE**

Any staff member or SCS family who is exposed to someone who has tested positive for COVID-19, is presumed positive or has tested positive must report that to the school office immediately.

- If it is during the hours of 8:30 am to 3:00 pm, please call the school office.
- Outside of regular business hours, please use the parent contact app.
- Emails may not be received in a timely manner.

**Notification:**

- Should a staff member or child test positive for COVID-19, per United Methodist Church policy, the school office will contact the local health department to consult on next steps. Church staff (Pastor, Director of Operations) will also be notified.
- School staff and families will be notified via email and parent contact app if a closure is needed or at the direction of the health department. Privacy will be maintained and names will not be used.

**PLAN FOR WHEN A STAFF MEMBER, CHILD, OR VISITOR BECOMES SICK ON PREMISES****Children:**

- Any child who exhibits COVID-like symptoms during hours of operation will be brought to the school office immediately and placed in a separate area designated for COVID-like symptoms.
- Parents will be contacted and expected to pick up the child within 60 minutes.
- Child will be supervised by office staff or teacher until parent arrives.
- In the event that we cannot reach a parent, emergency contacts will be utilized.

**Staff or Visitors:**

- Any staff member or visitor who exhibits COVID-like symptoms must notify the office immediately and leave the premises.
- If assistance is needed due to inability to drive, office staff will arrange transportation at the cost of the staff member or visitor.

**Disinfection & Mitigation:**

- Areas used by any sick person will be closed off and not used until they have been cleaned. We currently have two empty classrooms, and affected classes will be moved into one of those two rooms until their classroom is disinfected.
- Disinfection will occur 24 hours after closure whenever possible to reduce risk to individuals cleaning. If it is not possible to wait 24 hours, we will wait as long as possible. Application of disinfectants will be done according to product directions and away from children and other staff.
- Sick staff members or children may not return until they have met CDC criteria to discontinue home isolation, unless there is medical confirmation that the illness is something other than COVID-19.

## APPENDIX: DAILY HEALTH SCREENING QUESTIONS

Questions apply to all staff members and parents of enrolled children. They must be able to answer no to all questions before accessing the facility.

- **Do you have a fever/temperature greater than 100.4 degrees Fahrenheit?**
  - If yes, stay home and consult with a doctor if symptoms worsen
  - If you are COVID-19 negative, you can return when you are fever-free for 48 hours without fever-reducing medications
  
- **In the past 72 hours have you had any of these symptoms?**
  - Cough
  - Sore throat
  - Shortness of breath or difficulty breathing
  - Unexplained muscle aches
  - Loss of sense of smell and/or taste
  - Non-allergy nasal congestion
  - If yes, stay home and consult a doctor if symptoms worsen
  
- **In the past 14 days have you had contact with someone diagnosed with COVID-19?**
  - If yes and you have any symptoms listed above, stay home and consult a doctor
  - If yes and you do not have any of the above symptoms, stay home and self-monitor. You can return in 14 days or when you have medical confirmation that you are free of COVID-19.
  
- **Do you live with someone who has been diagnosed with COVID-19?**
  - If yes, stay home and self-monitor for 14 days after your housemate has recovered
  - Limit travel outside of the home
  - You can return 14 days after your housemate is symptom-free, provided you have experienced no symptoms during this period
  - Consult with a doctor as needed or if symptoms worsen
  
- **Have you been diagnosed with COVID-19 in the past 7 days?**
  - If yes, stay home and self-monitor for 14 days, or until you have medical confirmation that you are free from COVID-19
  - Limit travel outside the home
  - Consult with a doctor as needed or if symptoms worsen

## SOURCES USED IN DEVELOPMENT OF REOPENING PLAN

Florida Conference Guidance:

<http://florida-email.brtapp.com/files/content/coronavirus+faqs.pdf>

- Child Care Reopening Checklist - <http://florida-email.brtapp.com/files/content/child-care-reopening-operational-checklist+-+source+ell.pdf>
- Parent Acknowledgement & Disclosure Form - <http://florida-email.brtapp.com/files/content/parental+acknowledgement+and+disclosure.pdf>
- Screening questions received from UMAP

General Guidance:

State of Florida Reopening Task Force Report – “Safe. Smart. Step-by-Step.”

<https://www.flgov.com/wp-content/uploads/covid19/Taskforce%20Report.pdf>

- Guiding Principles – p. 10
- Government Response – p. 11
- General Mitigation Guidance – p. 15-16
- Considerations for Child Care Facilities – p. 18
- Phases 0-3 – p. 19-29

CDC Child Care Decision Tool:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/child-care-decision-tool.html> - all

CDC Interim Guidance for Child Care – p. 42-45

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/CDC-Activities-Initiatives-for-COVID-19-Response.pdf#page=40>

CDC Interim Guidance for Administrators of US K-12 Schools and Child Care Programs

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html> - all - watch for updates

DCF Guidance for Child Care

<https://www.myflfamilies.com/covid19/child-care.shtml>

Early Learning Leaders Webinars:

- <https://www.earlylearningleaders.org/wp-content/uploads/2020/04/PPT-Mapping-the-Road-Back-Home-Reopening-Our-Centers.pdf>
- <https://www.earlylearningleaders.org/wp-content/uploads/2020/04/Mapping-the-Road-Back-Home-Part-2-Powerpoint.pdf>

Summer Camp Guidance:

<https://floridahealthcovid19.gov/wp-content/uploads/2020/05/FL-Summer-Camp-Guidance-FAQs-5-21-20.pdf> - all