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COVID Handbook

2021-2022 School Year

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General Safety Rules & Procedures

Masks

All adults and all children two (2) years or older (i.e. required regardless of vaccination status) wear a face covering at all times when indoors and outdoors.

Cohorting

Maintaining physical distance is often not feasible in a preschool setting, especially during certain activities (e.g., diapering, feeding, holding/comforting, etc.) and among younger children in general. When it is not possible to maintain physical distance in preschool settings, it is especially important to layer multiple prevention strategies, such as cohorting. Cohorting means keeping people together in a small group and having each group stay away from the other groups including on the playground.

Daily Health Screening

When entering the Westminster facility, the staff members will ask you if you or any of the children you are dropping off:

1. Been diagnosed with COVID-19 or awaiting a COVID-19 test since they were last at school?
2. Had any of the following symptoms since they were last at school?
 - o Fever (temperature of 100.4 degrees Fahrenheit or higher)
 - o Chills
 - o Shortness of breath or difficulty breathing
 - o New cough
 - o New loss of taste or smell
3. Had close contact (been within 6 feet for a cumulative total of 15 minutes over a 24-hour period) with a person with undiagnosed symptoms of COVID-19 or diagnosed with COVID-19 in the last 14 days?
4. Has any health department staff or a health care provider been in contact with the person you are dropping off and advised them to quarantine?

Excluding Children from WSYC

The presence of any of the symptoms below generally suggests a person has an infectious illness and should not attend preschool, regardless of whether the illness is COVID-19.

- A fever taken by any method, including at armpit or orally
- Sore Throat
- Two or more episodes of vomiting within a 12-hour period
- More than two stools above the child's normal pattern and diarrhea is not contained by a diaper or when toilet-trained children are having accidents
- Unable to participate comfortably in activities
- Symptoms that result in a need for care that is greater than the staff members can provide without compromising the health and safety of other children

Drop Off Procedures

We will allow one family member to accompany his/her own child(ren) to the classroom door every morning at drop-off, while limiting the amount of time spent in the building. The family member must...

- Consistently wear a face covering.
- Enter from the front door (next to the office) and exit from the back door (by the playground).
- Answer "NO" to all of the Daily Health Screening questions.
- Do not enter the classroom; instead entrust your child to their teacher at the classroom door.
- Maintain a physical distance of six (6) feet from others at all times.

Ventilation

Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening screened windows and doors and using fans.

Cleaning & Keeping the Environment Safe

Daily Cleaning

Corvus, our cleaning company, will clean everyday after the school day. They use a hospital-grade disinfectant for all of their cleaning, and each visit to campus involves disinfecting all high-touch surfaces, including but not limited to light switches and door handles.

Classroom Cleaning

The teachers will...

- Remove and not use toys that cannot be easily cleaned.
- Sanitize surfaces and hard toys regularly, prioritizing high touch surfaces throughout the school day.
- Bathrooms will be wiped down with a disinfectant product regularly throughout the school day.
- Staff should ensure that there is adequate ventilation when using cleaning, sanitizing, and disinfecting products to prevent children from inhaling toxic fumes (e.g., open doors and/or windows).
- Setting up hand hygiene stations at the entrance of the facility so that people can use hand sanitizer on their hands before they enter. Keep hand sanitizer out of children's reach and supervise use.
- Clean and sanitize communal areas and objects between uses by different cohorts of children.

Cleaning Procedure for COVID-Positive Exposure

Should we find out someone was on campus that was later diagnosed with COVID-19, or is exhibiting symptoms consistent with the virus, we will have the classroom or area disinfected and deep cleaned 24 hours after the last person occupied the area.

If someone says they feel sick while at Westminster School for Young Children(WSYC):

1. The Director of the school, will immediately notify all other staff members on site and begin isolation procedures:
 - The Godly Play Room will be the space to isolate someone who may become sick and may not be able to leave immediately.
 - The bathroom nearest to the Godly Play Room will be available for those who are feeling sick.
 - Signs will be placed on the Godly Play Room and bathroom indicating it is being used for quarantine and others should not enter.
2. Arrange transportation home for the person as soon as possible.
3. Notify staff members and others who may have been exposed as well as Chris Tuttle and Sharon Morgan.
4. Anyone who may have been exposed to the virus will take any necessary and additional precautions.
5. Should the symptomatic individual test positive for COVID-19, the Durham Health Department will be notified and will work with the Director on contact tracing and advise on classroom vs. school closure and isolation.

WSYC Staff Guidelines and Expectations

- All staff members and substitutes are required to be fully vaccinated before working.
- Staff members will conduct a Daily Health Screening upon arrival every day.
- Staff members will wear a mask (covering one's nose and mouth) at all times. The only exception to this is when the staff member is working alone in their classroom or office.
- Staff members will wash their hands regularly throughout the day.
- Staff members will encourage social distancing among students as is realistically possible.
- Staff members will remove all soft, plush, porous and difficult to clean items from their classroom.
- Any item or toy that enters a child's mouth will be removed from play and disinfected.
- The staff will follow all guidelines set by health officials regarding singing, shared toys and community art supplies.
- Staff members will incorporate learning outside as much as possible.
- Staff members will hand out pre-packaged snacks wearing gloves.
- No shaking hands or other touching is permitted between staff members.
- Should a substitute be needed, the absent staff member and/or the Director will try to fill that need with another staff member (only bringing in a non-staff member substitute when absolutely necessary).
- Any substitute that enters the school building will follow the Daily Health Screening expected to follow the same guidelines set for staff members.
- Staff members are strongly encouraged to receive a flu vaccine.

WSYC Student/Family Guidelines and Expectations

- We will allow one family member inside the building for morning drop off following the guidelines previously mentioned.
- We will use a carline circle for pick up at 12:00pm and 1:00pm. After picking up your child, you must leave the campus.
- Each family will conduct a Daily Health Screening upon arrival. If you are unable to affirm the screening questions, your child will not be admitted to school.
- Everyone ages 2 and above are required to wear cloth face masks if they can do this responsibly.
- Children will wash and sanitize their hands several times during the day which includes but not limited to upon arrival, before snack, after the playground, after using the bathroom, and after sneezing or blowing his/her nose.
- Families will be asked to bring snacks for the class throughout the year. Snacks must be individual and prepackaged.
- A change of clothes will be sent to school and kept in the classroom.
- Students will not bring any extra items from home.
- About half of the school day will be outside; sunscreen and bug spray are recommended and must be applied before arriving at school.
- Families are strongly encouraged to receive the flu vaccine this year in particular. Per pediatrician Andrea Dunk: “The arrival of influenza in the community this winter as COVID is still circulating, is going to create a problem for all of us. The fewer children who become ill with influenza, the better off we’ll all be.”
- Lunch Bunch is suspended until further notice.

WSYC's FAQs?

Handling suspected, presumptive and confirmed cases of COVID-19

With respect to suspected or confirmed COVID-19 cases, WSYC will adhere to the guidelines set forth by the NCHHS guidelines [ChildCareStrongNC](#) Toolkit and [StrongSchoolsNC](#) for K-12 schools. To include the following guideline highlighted below in red.

- Scenario One: Person has symptoms of COVID 19 but has received a negative PCR/molecular test result. Home until no symptoms for 48 hours (without the use of medicine), AND they have felt well for 24 hours.
- Scenario Two: Person receives an alternate diagnosis from a health care provider, and the health care provider determines that no COVID-19 testing needed, can return to preschool following normal preschool policies, once there is no fever for 48 hours without the use of fever reducing medicines and they have felt well for 24 hours.
- Scenario Three: Person has not received a negative PCR/molecular test nor visited a health care provider, they need to stay home for 10 days since first symptoms, no fever for 48 hours (without the use of fever reducing medicine), AND COVID-19 symptoms improving.
- Scenario Four: Person has symptoms of COVID-19 and has tested positive on a PCR/molecular test. Person can return to school when it has been 10 days since their positive test AND has been at least 48 hours since the person had a fever (without using fever reducing medicine) AND other symptoms of COVID-19 are improving.
- Scenario Five: If a student has been determined to have been in close contact with someone diagnosed with COVID-19, they must remain out of school for 14 days since the last date of exposure. They must complete the full 14 days of quarantine, even if they test negative.

What if I don't feel comfortable sending my child to school?

We understand that the safety and well being of your child(ren) is your top priority. If you do not feel comfortable sending your child to school because of COVID-19, we ask that you let the office know as soon as possible.

Please remember that your registration fees are non-refundable, although your advanced May 2022 tuition may be able to count as a credit for the 2022-2023 school year. If you choose to withdraw your child from school for this year, you will still be offered the current student priority registration time period for the 2022-2023 school year.

What will the school day look like if half of the day is outside?

The Westminster campus will allow for several areas to social distance outside. Each class will have a scheduled amount of time to move around to a variety of outdoor locations including both playgrounds, the grassy field behind the garage, the church courtyard, the cabin porch, and the picnic tables. We will erect "tailgate" tents to offer shade in the open areas. Each class will also have time scheduled daily to be in their classroom.

If we are faced with inclement weather, we will have the ability to be in our classroom or outside if the children are dressed appropriately. If you feel uncomfortable with your child being inside for the school day, you are always welcome to keep your child at home on inclement weather days.

How will my child's tuition be affected if the school is forced to close due to COVID-19?

If WSYC needs to close to slow the spread of the coronavirus, you will be offered the following options regarding your tuition:

1. If the school closes before the 15th of any given month, you will only be charged 50% of your tuition. The remaining 50% of your child's tuition can be credited to your account or you can choose to donate the remaining tuition to WSYC.
2. If the school closes after the 15th of any given month, you will

not berefunded any portion of your tuition.

3. Tuition will not be due for any complete month we are out of school.

How will my tuition be affected if my child needs to self-isolate due to a COVID-19 exposure?

Individual concerns like this will be handled on a case by case basis with the school's director. If a tuition reimbursement is credited to your account, it will not exceed 50% of your child's monthly tuition.

How does COVID-19 change the existing health and wellness policy?

A child's educational success is based on the strength of the parent/teacher partnership. This strong partnership is also necessary for ensuring the health and wellness of our entire student and staff population. We are not physicians and will not be able to determine if your child's runny nose and congestion is allergy related or a COVID-19 symptom. Therefore, we must strictly follow the guidelines shared above.

The health policy outlined in the Parent Handbook regarding other common childhood illnesses (hand, foot and mouth, lice, etc.) still applies. As always, your child cannot come to school under any circumstances if they are only fever free due to fever-reducing medication.

WSYC Preparation Guidelines from Respected Sources

In developing WSYC's proposed opening plan, we have consulted the following individuals and sources for guidance, to ensure we are developing guidelines that align with experts. The guidelines are continually evolving as the experts learn more about COVID-19, how it is transmitted, and how we can best protect ourselves, our students, and their families from the virus.

[Centers for Disease Control](#)

[North Carolina Department of Health and Human Services](#)

[Durham County Department of Public Health](#)

[ChildCareStrongNC Public Health Toolkit](#)

[American Academy of Pediatrics](#)

DOPA (Durham & Orange County Preschool Association)

Westminster Presbyterian Church

Andrea Dunk, MD

Thank you for your extreme care with regard to our collective health!