

Forest Hills UMC Day School

Addendum to 2020-21 Employee and Parent Handbooks and Policies

COVID-19 Reopening Procedures for Staff & Families

During this pandemic, the Day School staff has been working on reopening procedures to keep all students, families, and staff as safe as possible and to reduce the risk of virus spread. This addendum to both the employee and parent handbooks for the 2020-21 Forest Hills UMC Day School school year serves to address all new policies and procedures due to the pandemic.

Any policies in this addendum contrary to, or otherwise different from, those in the 2020-21 handbooks override the handbook until further notice. Any questions regarding policy clarification in the addendum or handbooks should be addressed to the Director or Assistant Director of the Day School.

We ask that all families partner with us in efforts to begin and continue a successful school year keeping one another healthy and mitigating the spread of COVID-19.

Forest Hills UMC Day School may change any of the policies contained in this document as the school deems necessary based upon the increase/decrease of the spread of COVID-19 and/or a change in guidance from the CDC or the government.

ENTRANCE TO THE DAY SCHOOL

For the safety of all, only in-program children and staff will be allowed entrance to Day School buildings, except in the case of an emergency. However, children in the Doves (infant) class may be accompanied into the building by 1 adult wearing a mask, whose temperature will also be taken. If there is a legitimate need for a parent or visitor to enter the building, they will be screened for health concerns. Drop-off and Pick-up will occur at the door closest to the child's class.

HEALTH SCREENINGS

Upon arrival at the Day School, each child/employee will complete a temperature check and health screening. We will be monitoring absenteeism and reporting mandated information to the Davidson County Health Department.

Children/Staff WILL NOT be able to attend/work if s/he:

1. Has a temperature of 100.4 or higher. In this case, the Day School will not be able to provide care/work until s/he has been **fever free WITHOUT MEDICATION for 72 hours (3 full days)**.

2. Displays COVID-19 signs or symptoms that may include a persistent cough, shortness of breath, and/or a sore throat, chills, muscle aches, headache, nausea, vomiting, and diarrhea.
3. Has been around someone in the last 14 days with a confirmed case of COVID-19, is under investigation for COVID-19, or is ill with a respiratory illness.
4. Any child or staff member who has an immediate family member who has tested positive for COVID-19 will be asked to not attend school for 14 days from the point of last exposure as defined by the Department of Health: either the point at which the sick person was completely isolated from the rest of the family or 10 days from the date that person was tested. **Families will continue to be billed during this period.**
5. If one sibling has a fever or any of the symptoms listed above, the other siblings will also be sent home and will not be permitted to return until all siblings are fever and symptom free **WITHOUT MEDICATION for 72 hours.** Exceptions to sibling attendance may be made by the Director or Assistant Director of the Day School on a case-by-case basis and with input from a physician.

MASKS

Staff as well as students ages 3 and up will wear masks when in close-contact with others in the Day School. They are also expected to continue social distancing outside of work, per government recommendations, to limit exponential germ exposure to students, families, and co-workers.

MEAL AND SNACK POLICY

The Day School will continue to provide a snack daily. Children over 12 months should bring a lunch from home, preferably in containers they can open (once old enough) and close. Water and milk will be provided as normal during the day in disposable cups. Please do not send a reusable water bottle. Hands will be washed and tables and chairs will be sanitized before and after use.

TRAVEL

At this time we will not be requiring staff members or children who have traveled to self-quarantine upon their return, but we do ask that they continue to practice safety measures such as social distancing and mask-wearing while traveling.

MORNING DROP-OFF OF CHILDREN

Vehicles should pull up to the Day School entrance closest to each child's class. All occupants should remain in the vehicle and should be wearing a mask (ages 3 and up). A Day School staff member will meet the car to complete a health screening prior to receiving the child. Once the health screening is complete, we will have the parent check the child in using Brightwheel on his/her personal phone and will ask the parent to step out of the vehicle and take the child out of

the vehicle. All of the child's belongings should be in a single backpack which can easily be carried by the child or teacher. We will spray the child's hands with hand sanitizer and the child will be walked to his/her classroom, where s/he will wash their hands with soap and water.

At this time, we will do drop-off as always beginning at 9:00. If it is determined we need to do a staggered drop-off we will let you know. Please be patient as we test this out the first few weeks.

The health screening will include a list of questions to be answered by the parent and a temperature check with an infrared thermometer. If the temperature reads high, it will be repeated with an in-ear thermometer.

Daily COVID Screening Questions:

- Is any household member ill with symptoms OR been diagnosed with COVID-19?
- Have you/your child(ren) had a fever in the last 72 hours?
- Have you or your child(ren) taken any medications to lower a fever in the last 24 hours?
- Have you or your child(ren) been in close contact with a confirmed case of COVID-19 within the past 14 days?
- Are you or your child(ren) experiencing persistent cough, shortness of breath, and/or a sore throat, chills, muscle aches, headache, nausea, vomiting, or diarrhea?
- Have you or your child(ren) had a new loss of taste or smell?
- Have you, your child(ren), or another family member traveled internationally or domestically within the last 14 days?

AFTERNOON PICKUP

Vehicles should pull up to the same Day School entrance where they drop off in the morning and all occupants should remain in the vehicle and be wearing masks. Please have a piece of paper with your child's name displayed in the window. **Pickup is from 1:45-2:00pm.** A Day School staff member will approach the vehicle and have the parent scan the child out with Brightwheel.

When the parent sees the child coming out of the building, they should step out of the vehicle, claim the child, and buckle the child into their seat.

If pick-up is needed prior to your designated time, the vehicle should pull up to the main Day School entrance and send a message through Brightwheel. You may also call the school office at 615-373-1728. We request you do not pick up during naptime, unless there is a special

circumstance. Also, if you know you will be picking up early, please notify us ahead of time if possible, so we can be sure to be available to assist you.

If someone different from normal is picking up your child, please ensure they are listed as an “approved pickup” in Brightwheel and let us know so that we are prepared. Please also inform them that they will be required to show their drivers license to us upon arrival.

Late pickup fees as outlined in the handbook remain in effect.

CLASSROOM PROCEDURES

- Large group activities will be eliminated and classes will not be combined.
- Children will stay within the same group daily to help mitigate germs and support virus tracing efforts, as necessary.
- We will increase the distance between children during table work and lunch.
- We will limit the number of items being shared. If sharing is necessary, hands will be washed before and after those activities.
- No water fountains will be accessible. We will provide water as needed in disposable cups. Milk will be provided at lunch time in disposable cups.
- Toys used during the day will be sanitized at the end of the day. Any toy a child has put in his or her mouth will be picked up immediately for cleaning. Toys not easily cleaned will be removed from the classrooms or used on a rotating basis to allow time for germs to die, as recommended by the state.
- We will incorporate outside time as much as possible and keep each classroom group together. Outdoor and gym play will be in staggered shifts or divided sections, so children are not congregating. Washing hands after play (and during as necessary) will be required.
- The Day School will provide mats and bedding for nap/rest time which will be cleaned daily. Children may bring a comfort item to use only during this time.
- All toys and surfaces will be sanitized throughout the facility at the end of each day, and throughout the day, as possible.

EXTENDED CARE

The Day School will continue to provide extended care 8:00-9:00 a.m. and 2:00-2:55 p.m. as long as we can do so in a safe manner.

IF A CHILD, STAFF OR PARENT TESTS POSITIVE FOR COVID-19:

(please understand we are relying on honesty to protect all families/children/staff)

The school will alert all Day School families and staff members should there be a case of COVID-19 in our facility. Health information will be kept confidential. Staff and families should then expect closure to occur for that class. We will contact the Health Department and follow county requirements on the extent/range/time of classes for closing.

We will use caution on any closing and reopening decisions, and these will be made independently of the local school districts. We place a high priority on risk mitigation strategies that aid in the efficient reopening of school operations. Please understand our goal is to reduce/eliminate the transmission of viruses among all those at the Day School and those with whom they come into contact.

EXTENDED CLOSURE

Our intention is to keep the Day School open for the entire school year; however, we may have to make the decision to close for an extended period of time. If this happens, we will not refund tuition already collected, but we will not charge tuition going forward. Virtual school will most likely not be an option, except for Pre-K children for a reduced tuition fee.