

**Webster Groves Presbyterian Church
Early Childhood Center (ECC)**

**COVID-19 Handbook for
Teachers, Staff, and Families
2021-2022**

Updated August 2021

Quick Overview of WGPC ECC Health and Safety Procedures

Masks

- All of our teachers and staff will wear face masks or face shields while at school.
- We are recommending children 2+ wear masks during the day, if they are able.
- Masks may be removed when children and teachers are outside, but will be put on again when inside the building.

Hand Washing

Teacher and children will wash hands at minimum:

- When entering and leaving the classroom
- Before and after snack
- After using the restroom

[Please note: if a sink is not available, children will use hand sanitizer. Teacher will supervise each child to ensure proper use of hand sanitizer.]

Classroom Cleaning

- Toys will be limited in the classroom each day to only those that can be washed at the end of the school day.
- Toys used during the school day will be washed at the end of each day using the MO Health Department-approved disinfecting cleaning method.
- Classrooms and hallways will be cleaned and sanitized at the end of the day, including but not limited to: all soiled school supplies, handrails, light switches, tables, chairs, faucets and bathrooms. Floors will be swept and mopped daily.

Please notify the Administrator (*Amanda Kingsbury: 917-312-7075*) immediately if a positive test is confirmed for a student, teacher or staff member.

What We Know and CDC Guidelines

In the midst of the pandemic caused by the novel coronavirus COVID-19, the Webster Groves Presbyterian Church ECC hopes to provide a safe and healthy educational environment for our students, families, and staff. Your extra vigilance, cooperation and consideration are vital to the safe operation of our school. Please help us to follow the guidelines outlined in this document in order to keep everyone safe at school and at home.

For full CDC COVID-19 guidelines, please visit their website here:

<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

The virus is known to spread mainly from person-to-person.

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes or talks.
 - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- Some recent studies have suggested that people who are asymptomatic may spread COVID-19.

Knowing these facts, WGPC ECC has implemented new safety guidelines and procedures for families, children, teachers and staff to follow in an effort to reduce the spread of COVID-19.

ECC Safety Strategies

Based on the most recent CDC guidelines, WGPC and the ECC have developed a set of strategies and guidelines to adopt during the COVID-19 pandemic. We will be guided by preparedness strategies for the COVID-19 pandemic as follows:

- Classrooms will include the same group of children each day.
- Special events such as holiday parties/programs will be canceled or postponed.

- Careful thoughts and consideration will be given to daily group activities that may promote transmission of the virus. These practices will include:
 - Keeping each group of children in separate rooms and having the same teacher(s) remain with the same group of children each day.
 - Limiting the mixing of children. Some examples include: staggering playground times and keeping groups separate for special activities such as music, STEAM, chapel, etc.
- Designating specific entrances and pick up locations for classrooms will limit direct contact between parents, teachers and staff members and allow us to adhere to social distancing recommendations.
- Parent/guardian co-oping will be suspended until further notice.

Guidelines for Onset of Illness While at ECC

Should any individual, child, teacher or staff member become ill during the day, ECC will defer to the following guidelines and procedures:

Child

If a child were to become ill during the day, one classroom teacher will move the child to an isolated area in the Administrator's office and the Administrator will keep the child comfortable until the child's family arrives to retrieve them from school. The Administrator will immediately call the child's family and request an immediate pickup. **Any child being sent home with a fever must remain home for 24 hours *after the fever is gone and without the use of fever reducing medicine*. Any child being sent home with any other illness (sore throat, cold, upset stomach, etc) may return to school 24 hours after symptoms resolve, unless they receive a positive COVID test.** Rules for positive test result are below.

Teacher or Staff Member

Any teacher or staff member who appears to have symptoms of COVID-19 (i.e. fever, cough or shortness of breath) upon arrival at work, or anyone who becomes ill during the day, will immediately be sent home. Teacher can return 24 hour after symptoms resolve. Administration will determine if a CoVID test is required before returning.

Recommended Guidelines for Onset of Illness While at Home per CDC

Child

If a child becomes sick while at home with any symptoms, including but not limited to: cough, fever, muscle aches and/or generally not feeling well, we ask that the family notifies the ECC Administrator and the child stays home from school until they are free of symptoms for **24 hours**. If symptoms are consistent with COVID-19, families should contact the child's pediatrician and ask for guidance. Please contact ECC and share the guidance attained so that the school will have direction on how to proceed with next steps of notifying the proper and required entities and/or authorities.

Teacher or Staff Member

If a teacher or staff member is sick, they must stay home. Most people who are ill with COVID-19 have mild illness and are able to recover without medical attention.

The CDC recommends that teachers and staff members who exhibit symptoms should:

- Stay at home, only leaving to receive medical care.
- Stay out of public places.
- Stay in touch with his/her doctor or healthcare provider.
- Stay away from others as much as possible. Teachers and staff members should isolate in a specific "sick room" in his/her home, away from other people and pets, and use a specific restroom, if possible.
- Seek medical attention if emergency warning signs for COVID-19 develop. Such warning signs include:
 - Trouble breathing
 - Persistent pain or pressure in the chest
 - Confusion or inability to arouse
 - Bluish coloring of lips or face

Guidelines and Procedures for Children, Teachers, and Staff Who Have Had Close Contact with a Person Showing Symptoms of COVID-19 or Receive a Personal Diagnosis of COVID-19 per CDC

If at any time a child, teacher, staff or family member of ECC has close contact with any person exhibiting symptoms of COVID-19 or receive a personal diagnosis, the following guidelines and procedures should be followed:

- Children who exhibit symptoms should stay home.
- Teachers and staff who exhibit symptoms (i.e., fever, cough, or shortness of breath) should notify administrative staff immediately and stay home.
- Ill teachers and staff should follow CDC recommended steps and should not return to work until the criteria to discontinue home isolation has been met, in consultation with healthcare providers and state and local health departments.
- Teachers and staff who are well but have an ill family member at home with COVID-19 should notify administrative staff and follow CDC recommended precautions.
- If a teacher or staff member is confirmed to have COVID-19, ECC will inform fellow teachers and staff of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Health Insurance Portability And Accountability Act (HIPAA). Fellow teachers and staff should then self-monitor for symptoms (i.e., fever, cough, or shortness of breath). In the event that a teacher or staff member begins showing symptoms of COVID-19, the individual should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.

Guidelines and Procedures for Children, Teachers, and Staff Following Home Isolation per CDC

In the event that a test will not be administered, individuals should receive guidance from a physician or healthcare provider and can return to ECC after **BOTH OF THE FOLLOWING CRITERIA ARE MET:**

- There is no presence of a fever - have a temperature reading **under 100.4** - for anyone in the household for at least 24 hours (three full days of no fever without

the use of fever reducing medicines)

AND

- Other symptoms have improved (for example, when cough has ceased, or shortness of breath has improved)

In the event a test is required to determine if children, teachers and/or staff are contagious they may return to ECC after **BOTH OF THE FOLLOWING CRITERIA ARE MET:**

- There is no presence of a fever - have a temperature reading **under 100.4** - for anyone in the household for at least 72 hours (three full days of no fever without the use of fever reducing medicines)
AND
- Other symptoms have improved (for example, when cough has ceased, or shortness of breath has improved)
AND
- The individual receives a negative test.

Guidelines and Procedures If ECC Has a Confirmed Case of COVID-19 per CDC

Please notify the Administrator (*Amanda Kingsbury: 917-312-7075*) immediately if a positive test is confirmed for a student, teacher or staff member.

In the event that any child, teacher, or staff member has a confirmed case of COVID-19, ECC will:

- Notify families and staff of the exposure.
- Report the confirmed case of COVID-19 to the local health department and follow specific guidelines as set forth.
- Report the confirmed case of COVID-19 to the MO Department of Health.
- Determine whether or not the child/teacher or staff member attended/worked while symptomatic or during the 2 days before symptoms appeared.
- Identify the days the child/teacher or staff member attended/worked during that time.

- Determine which individuals had close contact with the child/teacher or staff member at ECC during those days.
- Close off areas used by the individual(s) with COVID-19.
- Classrooms that included students, teachers and staff members who are determined to have had close contact with the affected child/teacher or staff member will be closed for 14 days after the last day of contact with the affected child/teacher or staff member.
- Follow CDC guidelines for sanitation which include:
 - Opening outside doors and windows to increase air circulation in the infected area(s).
 - If possible, waiting up to 24 hours before beginning the cleaning and disinfection procedures. If 24 hours is not feasible, ECC will wait as long as possible.
 - Cleaning and disinfecting all areas used by the ill person(s) such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, and remote controls.
 - If more than 7 days have passed since the ill person visited or used the facility, additional cleaning and disinfection will not be necessary.
 - Continuing routine cleaning and disinfection procedures
 - When cleaning:
 - Wear disposable gloves for all tasks in the cleaning process, including handling trash.
 - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
 - Gloves should be removed carefully to avoid contamination of the wearer and the surrounding area.
 - Wash hands often with soap and water for 20 seconds. Always wash immediately after removing gloves and after contact with an ill person.

In the case there is a confirmed case of COVID-19, there will be consideration in dismissing most children, teachers, and staff for the duration of 2- 5 days. This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school. This allows the local health officials to help the school determine appropriate next steps, including whether

an extended dismissal duration is necessary to stop or slow further spread of COVID-19.

Daily Health Screenings of Children, Teachers, & Staff

All children and staff are required to be screened for any observable illness, including cough or respiratory distress, and to confirm temperature below 100.4 degrees on a daily basis.

Child

Upon arriving to ECC each day, children will participate in the following health screening practices:

- Prior to coming in contact with any child, ECC staff will perform proper hand hygiene and wear a mask or face covering before checking a child's temperature.
- Upon arrival, ECC staff will use a thermometer to check each child's temperature. A fever is considered 100.4 degrees or higher.
 - If at any time during the temperature check there are secretions found on a child's clothing or ECC staff's dress, both the child's garments and the staff's garments will be changed immediately and both parties will thoroughly wash his/her hands immediately. Once removed, the contaminated clothes will be placed in a plastic bag. **Children, teachers, and staff members should have multiple changes of clothes on hand each day.**
- After taking the child's temperature, the thermometer will be shown to the child's parent and the temperature will be recorded on the Health Questionnaire for Children, Teachers, and Staff sheet and the parent will serve as a witness.
- ECC staff will then sign off on the Health Questionnaire for Children, Teachers, and Staff sheet.
- The touchless thermometer will be thoroughly cleansed and disinfected before and after each use.

Teacher or Staff Member

Upon arriving to work each day, teachers and staff will participate in the following health screening process:

- Each day, teachers and staff members will be expected to arrive at least 15 minutes earlier than their scheduled time.

- Using the supplied thermometer, teachers and staff will take and record their temperature on a Health Questionnaire for Children, Teachers, and Staff sheet. Additionally, each teacher and staff member will be required to answer the questions on the questionnaire and have the Administrator or designee witness the temperature reading.
- After using the thermometer, teachers and staff members will thoroughly cleanse and disinfect the thermometer and return it to the designated area in their classroom.

During the Day – Prevention of COVID-19

On a daily basis, ECC will review the procedures for preventing the spread of COVID-19 and will update strategies based on emerging scientific information and county guidelines.

Arrival of Teachers & Staff

- Teachers and staff members will be required to wear a mask or face covering for the duration of the day.
- Temperature checks will be conducted each day upon arrival and the Administrator or designee will witness the reading. A fever is considered 100.4 degrees. The teacher or staff member will also be assessed for the identified symptoms of COVID-19 as set forth by the CDC and, if any symptoms are present, the individual will not be permitted to work. Additionally, teachers and staff members will be required to complete a Health Questionnaire for Children, Teachers, and Staff to assess his/her exposure to COVID-19.
- Upon entering the building/classroom, all teachers and staff members will follow proper hand hygiene immediately.

Arrival of Children

- ECC has arranged a plan for drop off and pick up to limit direct contact between parents, teachers, and staff members and adhere to social distancing recommendations.
 - Each class will enter through separate entrances and teachers will meet the children at their car. The teacher or staff member will take the child's temperature once inside the building. If the child's temperature is above 100.4 degrees, the parent will be called to pick up the child.

- Guardians and children will be required to wear a mask at drop off and pick up.
- If the drop off/pick up person is not a member of your household, please make sure they are familiar with the new drop off and pick up procedures.
- If possible, ECC discourages unvaccinated older individuals, such as grandparents or those with serious underlying medical conditions, to retrieve a child from school due to their increased risk for severe illness from COVID-19.
- Temperature checks will be conducted each day upon arrival. A fever is considered 100.4 degrees. Children will also be assessed for the identified symptoms of COVID-19 as set forth by the CDC and, if any symptoms are present, the child will not be permitted to attend school. Additionally, families will be required to complete a daily Health Questionnaire for Children, Teachers, and Staff to assess the child's exposure to COVID-19.

Departure of Teachers & Staff

After all children have departed from the building, ECC teachers and staff will follow the following procedures:

- All surfaces within the classroom will be disinfected using the appropriate CDC approved cleaning products.
- All toys in the classroom will be thoroughly washed and sanitized using the CDC approved method.
- Upon leaving classrooms/work area proper hand hygiene will take place followed by the collection of personal belongings and then exiting the building

Departure of Children

- Parents will be allowed to pick up students inside the building.
- Teacher will have the child perform proper hand hygiene before leaving the classroom for the day. Teacher or staff member will then release each child and his/her belongings to the parents one-by-one. Pick up locations will be spread out throughout the building to limit the number of people gathered in one location.

Daily Safety Measures inside the Classroom

- The necessary belongings of children such as diapers, extra clothes, and any other belongings brought into the school should stay at ECC to reduce the transmission of COVID-19 from home to school. Additionally, any supplies that

can fit within an airtight container such as a Ziploc bag will be stored within to further reduce the risk of transmission.

- Children's books, like other paper-based materials, are not considered as a high risk for transmission and do not require additional cleaning or disinfection procedures, however, ECC teachers will spray the books with a bleach solution to ensure maximum efforts are being adhered to.
- All areas highly frequented by teachers and staff will have a bleach solution readily available for cleaning and disinfecting of a given space. The cleaning and disinfection of any area should be done before as well as after a space is used.
- All teachers and staff members will always be required to wear a mask or face covering while in the workplace.
- All teachers and staff members will be required to disinfect child and adult restrooms before/after each use using CDC required methods.
- Precautions will be taken regarding snacks. Food will be provided to classrooms individually wrapped.
- All regularly touched surfaces such as doorknobs/handles, table surfaces and countertops, etc. will be thoroughly cleansed and sanitized using the CDC approved methods.
- All floors will be thoroughly cleansed and mopped daily.
- All restrooms will be thoroughly cleansed and disinfected using EPA approved cleansers.
- All trash will be properly removed and disposed of and trash receptacles will be cleansed and sanitized along with the area where they're kept.
- All toys will be cleansed and sanitized using the CDC approved process.

Soft Surface Cleaning

- The area will be cleansed using soap and water and/or what's appropriate for use with the given surface.
- If possible, the soiled item will be laundered according to the manufacturer's instructions ensuring the warmest appropriate water setting is used. After the items have been laundered, item(s) will be dried completely.
- In situations where laundering is not possible, item(s) will be disinfected with an EPA-registered household disinfectant which meets EPA's criteria for use against COVID-19.

Cleaning & Sanitizing Toys

- Special attention and mindfulness will be considered when using toys and items that are more likely to be placed in a child’s mouth such as play food, dishes, and utensils.
- Various groups of infants and toddlers will not share toys unless they have been properly washed and sanitized before being used by another group. Children’s books, like other paper-based materials, are not considered as high risk for transmission and do not require additional cleaning or disinfection procedures, however, ECC teachers will spray the books with the bleach solution to ensure maximum prevention efforts are being enforced.
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions will be set aside until they have been cleansed and sanitized by hand. ECC teachers and staff will follow the following procedure:
 - Item(s) will be cleansed with soap and water.
 - Item(s) will be rinsed.
 - Item(s) will be sanitized with an EPA-registered disinfectant.
 - Item(s) will be rinsed again and left to air-dry.

Washing, Feeding, or Holding a Child

The importance of comforting crying, sad, and/or anxious infants and toddlers remains imperative for ECC teachers and staff and these practices will continue as they have in the past, although new procedures have been adopted to ensure the safety and health of ECC children, teachers, and staff. These procedures include:

- Both children and ECC teachers and staff should have multiple changes of clothes on hand each day.
 - If at any time during the day there are secretions found on a child’s clothing or ECC staff’s dress, both the child’s garments and the staff’s garments will be changed immediately and both parties will participate in immediate thorough hand washing. Once removed, the contaminated clothes will be placed in a plastic bag.

Hand Washing

Proper hand hygiene is imperative in reducing the spread of COVID-19. At ECC, children, teachers, and staff will engage in proper hand hygiene at the following times:

- Upon arrival at the facility.
- Before and after the preparation of food and drink.
- Before and after eating, handling food, or feeding children.
- Before and after administering medication or medical ointments.
- After diapering.
- After using the restroom or aiding a child in the restroom.
- After coming in contact with bodily fluids.
- After playing outdoors or in sand/dirt.
- After handling garbage.
- After blowing one's nose, coughing, or sneezing.
- After touching or cleaning surfaces that may be contaminated.

All teachers, staff, and children must adhere to regular hand washing with soap and water for at least 20 seconds. The following process will be followed:

- Turn warm water on, wet hands, and remove from water.
- Add soap to hands and create friction to make bubbles.
- Scrub hands vigorously for 20 seconds. Singing Happy Birthday or the ABC's is helpful to ensure hands are being scrubbed for the proper amount of time.
- Rinse hands under warm, running water.
- Dry hands with a single use paper towel.
- Turn off the faucet using a paper towel.

Alcohol Based Sanitizers

The use of an alcohol-based hand sanitizer will only be used when soap and water method is not available. If a child is required to use alcohol-based sanitizer, an adult/teacher/staff member will be physically present to observe and guide the child to ensure proper use.

Respiratory Hygiene

All teachers, staff, and children should cough and sneeze into a tissue or in the corner of the elbow. In the event that a tissue is used to catch the respiratory particles, the

soiled tissue will be disposed of immediately after use and proper hand hygiene will be followed.

ECC Family/Staff Communication Plan

Communication will continue to serve as an important and imperative aspect of the everyday operations of ECC. Regular and open communication amongst families, teachers, and staff will continue through:

Class Dojo, email, phone calls, or direct face-to-face communication.

If you need to report an absence, illness or positive COVID test, please reach out to:

Amanda Kingsbury (ECC Administrator)

917-312-7075

ecc@wgpc.org

Or

Julia Ringkamp (ECC Commission Chairperson)

314-276-7074

eubanksjulia@yahoo.com

ECC Operations Under Staff Absenteeism

During the COVID-19 pandemic, ECC will plan to monitor and respond to the absenteeism of its teachers and staff members. With careful planning and proactive measures, ECC will strive to provide consistency for families and children while also assuring that the same teacher/staff member(s) remain with the same group of children throughout a given day.

Health Questionnaire for Children, Teachers, & Staff

In an effort to protect the children, families, teachers, and staff of ECC from COVID-19, your teacher will go through this form with the caregiver dropping off immediately upon arrival at the ECC (teachers and staff) or drop-off (families). Temperatures will be checked upon arrival.

If any individual completing this form has **ANY SYMPTOMS** or answers **YES** to any **question** as listed on this form, ECC will not allow the child, teacher, or staff member to enter.

Sample Questionnaire:

Name	Date	Drop Off Time & Witness Initial	You or a member of your household had close contact with a person diagnosed with COVID-19? (Y/N)	Cough/shortness of breath or difficulty breathing/Chills/Repeated shaking with chills/Muscle pain/Headache/Sore throat/New loss of taste or smell? (Y/N)	Fever of 100.4 or greater?
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Acceptance of New Procedures for Children, Families, Teachers, & Staff of ECC

Anyone who is using ECC must read, sign, agree, and follow the policies and procedures within this handbook in order to participate in ECC programs.

I, _____ have read and fully understand ECC's policies and procedures as they pertain to the COVID-19 pandemic. I also understand that this document can be changed or altered at any time with or without notice by ECC.

I understand that the safety, health, and well-being of children, families, teachers, and staff will rely on my due diligence to keep myself and my family following social distancing rules as set by the authority of my county, health departments, and other health and state organizations.

Family/Teacher/Staff Signature _____

Date _____

(Parents: please detach and return this signed form with your child's 2021/2022 paperwork.)