



FIRST PRESBYTERIAN  
PRESCHOOL  
915.532.6157  
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EL PASO, TX. 79902

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## First Presbyterian Preschool COVID-19 Policies & Procedures

Last Updated: July 1, 2021

As cases of COVID-19 continue to lessen due to widespread vaccination, the Preschool will continue to adjust our infection control measures to provide the safest environment for our students and staff. These policies are principally dependent on recommendations by the Centers for Disease Control (CDC), though we continue to stay abreast of any recommendations issued by Texas Health and Human Services, Executive Orders from the Governor, Local City Directives by the Mayor, and the City of El Paso Public Health Department (DPH) as well.

### What is COVID-19?

COVID-19 is a strain of coronavirus that was not seen in humans prior to 2019. The virus can cause symptoms like the common cold but can advance, in some cases, to severe respiratory illness or even death. COVID-19 can be spread from person to person, usually after close contact with someone infected with the virus.

### Update Contact Information.

It is important that the Preschool is able to reach you in the event of an Emergency. If you have any changes in your name, address, or telephone number or any other contact information, please notify the Preschool administration as soon as possible.

### HEALTH AND ILLNESS PROTOCOL

To manage the risk of spreading illness, the Preschool has set out the following protocol in order to provide the safest possible environment for our students and staff:

### PROMOTE VACCINATION

The CDC has issued guidance and research indicating that the COVID-19 vaccine is the safest way to prevent severe or even symptomatic infection with the virus, and further reduces the chances of spreading the virus to others. The Preschool is encouraging staff to be vaccinated, and encourages our parents and family members who are eligible to do so as well. Vaccinated adults allow for a safer environment for the children. For more information on where to get the vaccine, please visit <https://www.epcovidvaccine.com>.

## **SOCIAL DISTANCING STRATEGIES**

- Children will be grouped in smaller classes and will move as a group with the same teacher all morning. The following indicates how many students will be assigned to one teacher by class level\*:
  - MMO – 4
  - Two year olds – 6
  - Three year olds – 8
  - Pre-K – 10
  - Kinder – 12
  - \*These numbers are subject to change based on governing mandates.
- Communal gathering will include outdoor chapel services and occasional outdoor celebrations. Indoor gathering will be limited and will take place when deemed necessary and safe by the Director. Children will stay with the same group in specified spaces.
- We have created 12 safe outdoor spaces so the children's learning spaces are primarily outdoors. Shade, moving air, water and misters are all in place to make learning outdoors more comfortable. Each group also has a specific indoor space assignment.
- Napping mats will be placed 6 feet apart and children placed head to toe. Bedding will go home weekly to be washed and returned clean and sanitized.

## **FACE COVERINGS**

### **During MODERATE TO MINIMAL COMMUNITY TRANSMISSION:**

- The teachers and staff will wear face coverings when indoors only.
- Students in our MMO and 2s programs will not be required to wear face coverings at the Preschool.
- Out of an abundance of caution, we will ask that our 3 year-old, Pre-K and Kindergarten students bring a sanitized face mask or shield daily to be worn during indoor activities and while in close proximity to others.
- Students will not be required to wear masks when outdoors and when social distancing can be enforced.
- Our teachers will work with the children to help encourage and support children to wear face coverings when needed.

### **During SUBSTANTIAL COMMUNITY TRANSMISSION:**

- The teachers and staff will be wearing face coverings at all times while on the campus.
- Students in our MMO and 2s programs will not be required to wear face coverings at the Preschool.
- Out of an abundance of caution, we will ask that our 3 year-old, Pre-K and Kindergarten students bring a sanitized face mask or shield daily to be worn during indoor activities and while in close proximity to others.

- Students will not be required to wear masks when outdoors and when social distancing can be enforced.
- Our teachers will work with the children to help encourage and support children to wear face coverings when needed.

### **INTENSIFIED CLEANING AND DISINFECTION**

- Windows will be opened with ceiling fans circulating indoor air by 7am each weekday morning.
- Cleaning products have been upgraded to medical grade BNC-15 by Spartin. This product will be used daily and also meets the criteria for deep cleaning and misting. Its ingredients have been verified as safe for use in schools and around children.
- Our janitorial company will provide COVID-prevention sanitizing training for all employees in our employment. One maintenance employee with COVID-prevention sanitizing training will be assigned to our campus for as many hours as children are in attendance.
- Preschool will provide the same COVID-prevention training for maintenance staff as provided to teachers.
- Teachers or assigned helpers are required to follow a rigorous sanitizing procedure including all hard surfaces, sinks, toilets, doorknobs, light switches, counters, tables and chairs at least twice each morning and after use as needed.
- All materials used each morning will be sanitized at the end of the day and dried in the sun (weather permitting).
- We have installed a trough style sink in each hallway for regular hand washing upon entrance or exiting the building. There are five outdoor hand washing stations in the outdoor learning areas.
- Hands will be washed with soap and water as children begin an activity and end an activity.

### **MODIFIED DROP-OFF AND PICK-UP PROCEDURES**

- Parents will not be allowed in the learning spaces.
- Four stations on the perimeter of the campus will be set up for drop off and pick up. Parents will drop off and pick up at the same entrance daily. The teacher and class friends will be visible to the parent as their child enters the campus.
- Adults dropping off and picking up children who have been vaccinated may do so without wearing a mask. Those at higher risk or that have not been vaccinated are encouraged to continue wearing a mask at pick up and drop off.
- If possible, older people or those with compromised immune systems are discouraged from dropping off and picking up children due to their higher risk for severe illness from COVID-19.

## **ARRIVAL SCREENING PROCEDURES**

### **During MODERATE TO MINIMAL COMMUNITY TRANSMISSION:**

- Teachers will welcome children at assigned gates and conduct a visual health check and continue to monitor them throughout their time together.
- The parent/guardian will sign children in at the gate.
- Teachers will be responsible for handwashing once children enter the campus.

### **During SUBSTANTIAL COMMUNITY TRANSMISSION:**

- All individuals must be screened every day upon entering the campus, including:
  - All staff
  - All children enrolled in the program
  - All persons with legal authority to enter, including law enforcement or Licensing staff.
- Persons screening will wear disposable gloves, a preschool apron and a face covering to perform the screening.
- A visual inspection of each child for signs of illness including flushed cheeks, rapid breathing or unexplained difficulty breathing, fatigue or extreme fussiness.
- Parents will be asked health questions upon drop off.
- Temperature will be taken using a non-contact thermometer. Temperature will be logged daily.
- Persons who have a temperature of 100.4°F or above or other signs of illness will not be admitted.
- People who answer yes to any of the health questions will be directed to communicate with the Preschool office for further instruction.
- Child will wash hands after entering the campus.

## **SYMPTOMS AND EXCLUSIONS**

As a parent/guardian, you can prevent the spread of illness by keeping your child(ren) home from the preschool if you or your child(ren) experience any of the symptoms listed below.

The Preschool requests that parents not administer any medication to their child(ren) that may mask the symptoms of illness, such as Tylenol or Advil, prior dropping their child(ren) off at the Preschool. If they do provide such medication to their child(ren), we respectfully request that this be disclosed to us prior to your child(ren)'s arrival and screening.

Any one of the following symptoms require children and teachers to stay home and inform the Preschool administration as soon as possible at (915) 532-6157:

- A temperature of 100.4 degrees Fahrenheit or higher
- Cough

- Shortness of breath or difficulty breathing
  - Chills
  - Muscle pain or body aches
  - Headache
  - Sore throat
  - New loss of taste or smell
  - Nausea, vomiting and/ or diarrhea
  - Congestion or runny nose (beyond what is common with seasonal allergies)
  - Repeated shaking with chills
  - Known close contact with a person who is lab confirmed to have COVID-19\*
- \*A close contact is defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset until the time the patient is isolated (for asymptomatic patients, 2 days prior to positive specimen collection). (<https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/contact-tracing.html>)*

Preschool Staff will continuously monitor all children and themselves for the above symptoms throughout each day. If your child(ren) exhibits **any** of the signs and symptoms listed above while at the Preschool, the Preschool will contact you or one of your emergency contacts to pick up your child(ren) **immediately**. Please make sure all of your emergency contact information is up to date with the Preschool.

- If the child has a sibling at the preschool, the sibling will also be sent home.
- While your child(ren) waits for you or your emergency contact to arrive, they will be separated from the other children.
- All spaces used by the sick person will be cleaned and disinfected following CDC guidelines immediately.
- Children with symptoms must stay home until symptoms subside and your child receives a note from his/her medical provider that states that the child(ren) are permitted to return to school. This note must be on file with the Preschool Administration before your child(ren) will be permitted to return.

### **COVID-19 CONFIRMED – SCHOOL CLOSURE**

If COVID-19 is lab-confirmed positive in a child or staff member, parents will be notified immediately. The class group that has been exposed may be dismissed and quarantined for a minimum of 24 hours. During this time period, all learning areas will be deep cleaned and disinfected following CDC guidelines. The Health Department will advise on re-opening of procedures.

If a child or staff member is lab confirmed positive, but did not expose the group, parents will be informed, but school will continue as scheduled.

## **SYMPTOM-BASED METHOD OF SELF-ISOLATION**

The Preschool will require that any staff or students that are lab confirmed positive for COVID-19 adhere to the below guidelines of the “Symptom-Based Method” for self-isolation put forth by the DPH and the CDC prior to returning to school.

Additionally, children and staff lab-confirmed positive for COVID-19 must receive a note from his/her medical provider that states that the child(ren) are permitted to return to school. This note must be on file with the Preschool Administration before your child(ren) and staff will be permitted to return.

The recommendations by the DPH and CDC for self-isolation are as follows:

### **Persons Without Severe Symptoms or Severe Immunocompromise maintain isolation until:**

- At least 10 days have passed *since the first date the symptoms appeared*; **AND**
- At least 1 day (24 hours) has passed **WITHOUT** fever and without the use of fever-reducing medications; **AND**
- Improvement in symptoms

### **Persons with Severe symptoms or Severe Immunocompromise Maintain isolation until:**

- At least 20 days have passed *since the date the symptoms first appeared*; **AND**
- At least 1 day (24 hours) has passed **WITHOUT** fever and without the use of fever-reducing medications; **AND**
- Improvement in symptoms

### **Time-based method (tested positive without symptoms)**

#### **Maintain isolation until:**

- At least 10 days have passed since the date of their most recent positive COVID-19 diagnostic test; **AND**
- Continue without having any symptoms (assuming they have not subsequently developed symptoms since their positive test.)

## **FAMILY OR CLOSE CONTACT ILLNESS**

If a member of a child or staff’s household or someone with whom they have been in close contact\* is lab confirmed positive for COVID-19, the school must be notified and the child or staff may not return to school until he or she meets all current requirements for self-isolation promulgated by the Department of Public Health. Members of that child or staff member’s class will be notified the day the information is received, but school will continue as scheduled.

*\*A close contact is defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset until the time*

*the patient is isolated (for asymptomatic patients, 2 days prior to positive specimen collection). (<https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/contact-tracing.html>)*

## **FINANCIAL RESPONSIBILITY**

In the event of an unplanned and/or extended school closure, First Presbyterian Preschool will continue to require that all tuition payments will be paid in full when due. The Preschool is committed to paying its teachers, staff and regular operating expenses. Our ability to meet these obligations would be greatly diminished without the continued receipt of tuition. This could ultimately result in the Preschool being unable to reopen.

The Preschool recognizes that during an extended closure it will be unable to provide the classroom environment and instruction that parents expect for their tuition payments. While we expect tuition to be paid, we will analyze each situation and communicate exceptions to tuition payments. We are committed to finding resources and options that will allow for a fair allocation of recourses for our families and staff.

## **PLAY DAY**

Parents will be notified about how playday will be handled as we draw nearer to the start of school to ensure current regulations and recommendations are met.

## **SNACK**

To ensure safety while providing healthy, well-balanced snacks, the Preschool has hired Healthy Bite, a locally owned restaurant, to provide daily snacks to our preschoolers. The snacks will be professionally prepared, packaged in individual serving sizes, and delivered by Healthy Bite. Parents will only need to send children with a water bottle to school. Parents with children staying for Extended or Full Day will still need to send their own lunches. A monthly snack fee will be billed on the monthly tuition invoice.

Summer camp snacks will be provided by the Preschool.

## **TYPICAL SCHEDULE**

Each group will be assigned between 2 and 4 spaces to visit daily. Some spaces are larger than others so more activity and time is allowed. Clever, creative, constructive, stimulating and fun activities will continue to challenge your child to think, reason, explore, question and experiment.

## **FAMILY PRACTICES**

First Presbyterian Preschool recommends that families and staff do the following in order to help keep everyone healthy:

- Assess your health and your child's health several times a day using the symptom checks stated in this document.
- Wear clean clothes to school or work
- Help your child(ren) over age 2 to become comfortable wearing a mask by practicing wearing the mask at home and of course when leaving out and about.
- Bathe or bathe your child right after school or work.
- Make a habit of washing hands frequently, especially every time you come home and before meals.
- Carry antibacterial wipes or 60%+ alcohol-based hand sanitizer in your car and use at pick up times.
- Clean and disinfect your child's water bottle daily.
- If your child stays for lunch, clean and disinfect lunch box daily.
- Pack extra clothes, label and place in large ziplock baggie. Deliver the first day of school and replace when used.
- Avoid sending anything from home unless the school has made a specific request.
- Practice social distancing and mask wearing when in public.
- Always be aware of the risk to individuals 65 years of age and older from a child who could show no signs of the virus.
- If you must travel, please research and follow CDC guidelines at [cdc.gov](https://www.cdc.gov) on safe travel tips as well as quarantining requirements upon your return.

**Important health contact information to have on hand**

Contact a health care provider, the El Paso Public Health Department at (915) 212-0200 if you or someone else in your home are experiencing symptoms of COVID-19.

Keep up to date on the latest Health Orders issued by the City of El Paso at the following website: <http://epstrong.org/health-orders.php>

If symptoms change or worsen, the individual may need to seek medical attention. If the individual has any severe symptoms, such as difficulty breathing or chest pain, call 911.

**Please retain a copy of this document for your records.**

Please direct any questions or concerns to the Preschool office at 915-532-6157 or [preschool@fpcep.org](mailto:preschool@fpcep.org).