



FIRST PRESBYTERIAN
PRESCHOOL
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First Presbyterian Preschool COVID-19 Policies & Procedures

Last Updated: July 26, 2022

As severity of 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 guidance issued by our licensing agency through Texas Health and Human Services, as well as recommendations or requirements by the Centers for Disease Control (CDC), Executive Orders from the Governor, Local City Directives by the Mayor, and the City of El Paso Public Health Department (DPH).

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, family members and children to do so as well. Vaccinated individuals allow for a safer environment for all. 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 – 12
 - 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 and mixing of class groups will be limited and will take place when deemed necessary and safe by the Director.
- We have created 16 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

- Unless required or recommended by our licensing agency through Texas Health and Human Services, face coverings will only be required in cases of known exposure or a positive COVID-19 test (see the section below detailing steps to take in case of exposure or positive test).
- If recommended or required by our licensing agency due to high community transmission, all staff and students in the Threes program and older will wear a mask while indoors or when unable to socially distance. Parents will be asked to send a clean face mask to school with each child daily.
- For any staff or students that have no current known exposure or positive test, the wearing of a mask will be at the discretion of the staff member or parents of the student.
- Parents that want their child to wear a mask at school must send a clean mask daily with their child AND communicate this choice with the child's teacher.
- Our teachers will work with the children to help encourage and support children to wear face coverings as decided by parents.
- Students in our MMO and Twos programs will not be required to wear face coverings at the Preschool.

INTENSIFIED CLEANING AND DISINFECTION

- Windows will be opened with ceiling fans circulating indoor air by 7am each weekday morning.
- 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.
- Teachers, assigned helpers, maintenance, and janitorial staff routinely clean, sanitize and disinfect surfaces and materials the children use or frequently touch.
- The Preschool uses EPA-approved products proven effective against the virus that causes COVID-19.
- 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.

DROP-OFF AND PICK-UP PROCEDURES

- Parents will not be allowed to enter the Preschool at drop-off or pick-up times.
- 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.
- 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

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

PARENTS ON CAMPUS

Parents will be allowed on campus only when specific arrangements have been made with the Director, the Preschool office staff or the child's teacher. Parents should enter the campus by ringing the buzzer at Gate 1 (nearest the bell tower).

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

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 Preschool will advise if the sibling should 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.

Staff and students experiencing any of the above symptoms may return to school with a lab-confirmed negative COVID-19 test, a note from a physician confirming the individual is healthy and can return to school, or once an isolation period of five days has passed and the individual has been fever-free for more than 24 hours (without fever-reducing medication) with symptom improvement.

POSITIVE COVID CASE

For a staff member or student that tests positive for COVID-19, the updated recommendations by the DPH and CDC for self-isolation are as follows:

- If a staff member or student tests positive for COVID-19 and has symptoms, regardless of vaccination status, they can return to school when:
 - At least 5 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.
 - He/she submits a lab-confirmed negative test result for COVID-19, if possible.
 - Any staff member or a student in the Threes program or older who meets the above requirements and returns to school will be required to wear a mask for an additional five days while indoors and when unable to socially distance. The masking requirement will be lifted with a negative lab-confirmed COVID-19 test result.

- If a staff member or student tests positive for COVID-19 and has no symptoms, regardless of vaccination status, they can return to school when:
 - At least 5 days have passed *since the positive COVID test*; **AND**
 - He/she submits a lab-confirmed negative test result for COVID-19, if possible.
 - Any staff member or student in the Threes program or older who meets the above requirements and returns to school will be required to wear a mask for an additional five days while indoors and when unable to socially distance. The masking requirement will be lifted with a negative lab-confirmed COVID-19 test result.

COVID-19 CONFIRMED – CLASS 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 if recommended by the Health Department. All learning areas will be deep cleaned and disinfected following CDC guidelines. The Health Department will advise on testing, quarantining and re-opening procedures.

FAMILY OR CLOSE CONTACT ILLNESS

If a staff member or student has a known exposure with close contact* with an individual with COVID-19 and has no symptoms, the recommendations depend upon the vaccination or immunity status of the individual.

If the exposed individual develops symptoms, he/she will be required to either provide a lab-confirmed negative COVID-19 test and/or will be presumed positive for COVID-19 and should follow the isolation requirements listed above.

**Per the CDC, a close contact is defined as someone who was less than 6 feet away from an infected person (laboratory-confirmed or a clinical diagnosis) for a cumulative total of 15 minutes or more over a 24-hour period. For example, three individual 5-minute exposures for a total of 15 minutes. People who are exposed to someone with COVID-19 after they completed at least 5 days of isolation are not considered close contacts.*

For asymptomatic individuals who have a known exposure to COVID-19 who:

- Have had a positive COVID-19 test result within 90 days and have met the isolation requirements to safely return to school
- Have completed the primary series of Pfizer or Moderna vaccine within the last 6 months
- Have completed the primary series of J&J vaccine within the last 2 months
- OR have gotten a booster vaccine within the last five months

Staff members and students who have been exposed may continue attending school. Staff and students in the Threes program and older will be required to wear a mask indoors or when unable to socially distance for 10 days, and test on day 5, if possible. The masking requirement will be lifted after day 5 with a negative lab-confirmed COVID-19 test result, or after 10 days with no test.

For asymptomatic individuals who have a known exposure to COVID-19 who:

- Are unvaccinated
- Completed the primary series of Pfizer or Moderna vaccine more than 6 months ago
- OR, completed the primary series of J&J vaccine more than 2 months ago

Staff members and students will be required to stay home from school for 5 days, and test on day 5, if possible. A child or staff member who remains asymptomatic can return to school after day 5. Staff members and students in the Threes program and older will be asked to wear a mask when indoors or unable to socially distance for 5 additional days, unless a negative lab-confirmed COVID-19 test result has been submitted to the Preschool Office.

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.

SNACK

To ensure safety while providing healthy, well-balanced snacks, the Preschool has hired an outside vendor to provide daily snacks to our preschoolers. The snacks will be professionally prepared, packaged in individual serving sizes, and delivered to the Preschool. 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 yourself and/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.

- 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.