**COVID-19 Policies and Procedures**

One of United Church Nursery School’s goals is to promote the health, safety and welfare of students, staff and families. With COVID-19, we strive to keep the risks low and reduce the spread of this disease.

To help keep everyone safe, UCNS is implementing some safety procedures. These policies and procedures are based on CDC guidelines, the Anderson County Health Department, American Academy of Pediatrics’ recommendations, and information provided by local health care providers.

Areas of the school/playground that will be closed until further notice are the water fountain, the sandbox, sensory tables, water tables, and any other shared items that are not easily cleaned.

These policies and procedures are outlined as followed:

* **ARRIVAL & CHECK IN**
* We will have a check-in station set up outside the playground gate. An adult will bring their child to the station. If there is a family already at the table, the next family needs to wait at least 6 feet away.
* The family needs to let us know if they or any members of their household have any of the following…
* Have a fever?
* Shortness of breath?
* Cough?
* Signs of respiratory illness?
* Each child and adult will have their temperature taken. If the temperature is less than 100 degrees, then the adult may escort their child to the classroom door. There will be one direction traffic through the building.
* If a child has a fever of 100 degrees or higher or shows any sign of respiratory illness, then he or she cannot attend the Nursery School for that day and the next day. The child must be fever free for 24 hours WITHOUT the aid of medication before returning.
* Any and all people entering UCNS must follow the same procedures as staff and students: Temperature taken, and hands must be properly washed. Everyone must wear a mask/face covering.
* UCNS staff members doing health checks at the door have ultimate discretion as to who is admitted into the UCNS facility.
* **MASKS:**
* All teachers and staff will wear a face mask and/or shield.
* Children that are ages 3 years and older are highly encouraged to wear a mask while inside the building. Children 2 and under will not wear a mask, as it is not safe.
* Children will not be required to wear a mask while outside.
* Adults will be required to wear a mask/face covering (unless there is medical reason for not doing so) to drop off and pick up a child. If an adult enters the building, a mask/face covering (unless there is a medical reason for not doing so) will be required.
* Please remember that if you see an adult without a mask, there may be a medical reason that they can not wear one.
  + **PICK-UP OF CHILD**
* One adult should be present to pick up their child and wear a mask/face covering.
* If an adult has to enter the building to pick up their child, their temperature will be taken.
* Once again, there will be one way traffic through the building.
  + **HANDWASHING**
* Proper hand washing is one of the best ways to stop the spread of germs.
* Upon arrival at the school, we will have hand sanitizer at the table to use before coming into the building. Upon the child entering the classroom, they are required to wash hands. The teachers and staff will be monitoring students’ hand washing, including using timers of some sort, as a way to help the students wash their hands properly.
* Along with hand washing, hand sanitizer will also be used by staff and students. The hand sanitizer will remain out of the reach of students.
  + **CLOTHING**
* Parents will provide a regular change of clothes in a sealed plastic bag with the child’s name on it. We will put these in the box in your child’s locker. It is recommended that more than one change of clothes be left, especially for those children that are potty training. The change of clothes will remain at school.
* If a child’s regular clothing has to be changed, it will be sent home that day. It is the parent’s responsibility to have clean clothes returned to school the next day.
* If a child spits up, drools, cries, or otherwise gets body fluids on a teacher or staff member, then that person will change clothes as soon as possible.
  + **SNACK TIME**
* For the rest of this year, disposable plates, cups and silverware will be used.
* Children will be spaced out to the best of our ability, however, teachers must be able to see the students and watch for choking.
* UCNS will still provide juice. Parents will still be responsible for bringing in a snack. These must be individually packaged items by the manufacturer.
  + **CLEANING**
* Multi-touch areas, such as door knobs, handrails, light switches, chairs, etc., will be sanitized throughout the day.
* Any toys that are soft or hard to clean will be removed from the classroom. Toys will be cleaned and sanitized frequently. Any toy (and surface) that is sneezed or coughed upon will be either cleaned and sanitized immediately or physically removed to be cleaned and sanitized at a later time. Any toy that a child puts in his or her mouth will be cleaned and sanitized before another child can play with it.
* Bathrooms will be cleaned on a regular basis throughout the day. The bathrooms will be sprayed with bleach water after use by each classroom.
* Each class will have exclusive playground time and not share the playground with another class until further notice.
  + **SICK AT SCHOOL (unknown illness)**
* If a staff member gets sick at school, then he/she will immediately be sent home. Staff members may not be at UCNS if they are sick. Any persons in the staff member’s household must also be healthy (same protocol as students).
* If a student gets sick at school, he or she will be immediately removed from the classroom and will be isolated in the Nursery School office. The parents will be notified and will have to pick up their child immediately.
* The other students and staff members in that child’s classroom will be removed from the classroom to another area for the remainder of the day, at a minimum. The classroom will be closed and ventilated. The classroom will be thoroughly cleaned and sanitized before anyone can reenter.
* Procedures for return, by student or staff member:
* Fever free, WITHOUT the aid of medication for at least 24 hours.
* No signs of respiratory illness
  + **IF A STAFF MEMBER SHOWS SIGNS OF ILLNESS AFTER LEAVING THE SCHOOL**
* The classroom will be closed for 3 days. This will give the staff member time to get tested for Covid and receive their results. The classroom will also be deep cleaned.
* If the staff member tests positive for Covid then the protocols below will be followed.
* If the staff member tests negative, then they may return as long as they are fever free, WITHOUT the aid of medication for at least 24 hours and they are showing no signs of respiratory illness..
  + **IF A STAFF MEMBER TESTS POSITIVE FOR COVID-19**
* Anderson County Health Department and our DHS program evaluator will be notified.
* The adults and children that have had direct contact (which is less than 6 feet for longer than 10 minutes) with the staff member will be notified first. Then an email will be sent to all families and staff. Strict confidentiality will be maintained.
* UCNS will follow the guidance and recommendations of the Anderson County Health Department in how to handle this situation; which will likely include but not limited to closing classrooms and/or the center and strict cleaning and sanitation procedures.
  + **IF A STUDENT TESTS POSITIVE FOR COVID-19**
* Anderson County Health Department and our DHS program evaluator will be notified.
* All families and staff will be notified of a COVID-19 case. Strict confidentiality will be maintained.
* UCNS will follow the guidance and recommendations of the Anderson County Health Department in how to handle this situation; which will likely include but not limited to closing classrooms and or the center and strict cleaning and sanitation procedures.
* **DIRECT EXPOSURE TO COVID-19**
* United Church Nursery School will be notified immediately if a household member or other direct contact (which is less than 6 feet for more than 10 minutes) of a student is quarantined for COVID-exposure, or isolated for COVID-illness.
* If any person at UCNS has had direct contact (which is less than 6 feet for more than 10 minutes) with someone who has tested positive for COVID-19, then the following procedures must be followed:
* Quarantine for 14 days;
* AND, have no symptoms (i.e. fever, cough, shortness of breath, etc.) for 3 days before returning;