

WECEP Health and Safety Plan

Policy and Procedures for the 2021-2022 School Year

The Westminster Early Childhood Education Programs have been diligently monitoring the COVID-19 situation and remain committed to providing the children with the highest quality education in the safest environment possible. It is our hope that this plan answers any questions and provides clarity on what to expect during the coming school year.

With guidance from the local, state, and national health organizations including the Centers for Disease Control (CDC), Department of Health (DOH), American Academy of Pediatrics (AAP), Pennsylvania Office of Early Learning (OCDEL), and the National Association for the Education of Young Children (NAEYC), WECEP has created this COVID-19 Health and Safety Plan. The plan outlines protocols the help ensure a safe school environment. The plan will updated and adapted as changes become necessary.

WECEP may change, delete, suspend, or discontinue any part or parts of this plan as recommendations from local, state, and national organizations change.

Health and Safety Procedures

- COVID-19 is mostly spread by respiratory droplets that are released when people talk, cough or sneeze.

Ensuring the health and safety of not only our students, but also our teachers, staff and parents, continues to be one of our primary concerns. While things are still not back to normal, we are working to make sure every child is still receiving the highest quality of care and making wonderful memories. These procedures will help keep our school as clean as possible while still allowing for some personal connection.

- **Mask/Face Coverings:** Following the CDC and AAP guidelines, every person two (2) and older regardless of vaccination status will be required to wear a mask during school hours. Children under the age of 2 and individuals with a disability who cannot safely wear a mask will have exemptions. Please provide a medical exemption to the WECEP when it applies. If a student has difficulty wearing a mask please collaborate with their teacher to help find creative ways to ease any difficulty that they may have. The teachers and staff at WECEP will work to comfortably acclimate the students to using face masks while in school. Students will be given opportunity to take mask breaks or play socially distanced without masks.

❖ **Face Coverings will not be required:**

1. During an outdoor activity when you are able to maintain physical distancing of 3 ft.
2. While eating or drinking
3. During socially distanced "mask breaks"
4. Naptime (applies to CDC children)

- **Handwashing and Sanitation:** There will be several hand sanitizer locations throughout the property. Anybody entering the building will be asked to sanitize their hands and all students will be asked to wash their hands when entering the classroom. Throughout the day, teachers will continue to sanitize students' hands during transition periods.
- **Daily Self-Screening:** Parents are asked to perform a daily temperature check prior to drop off and to continually monitor their child's symptoms. Students or staff who have symptoms of concern or a fever of above 100.4 or above should not attend school and should contact their physician for further evaluation before returning to school/work.
- **Social Distancing:** Limiting the number of children and staff who come in close contact with each other helps to control the spread of COVID-19, especially when it is sometimes challenging to maintain physical social distancing of 3 feet, as is the case among young children. In attempt to help reduce the spread or exposure to the virus, children will remain with their classroom for most of the day with the exception of some CDC classrooms combining for limited periods of time.
- **Restrooms:** Teachers will limit the number of students will be allowed in the restroom at one time. The bathrooms will also be professionally cleaned in between classes and at the end of the day. Teachers will still change soiled diapers and will wear a mask and gloves during the process.

Drop-Off and Pick-Up Procedures:

Nursery School:

Drop-Off Procedure: *Universal Masking Required*

- **Entrance:** Students will all enter through the main Nursery School Entrance. Caregivers will escort the student to their classroom (caregivers will not be permitted to enter into the classroom). The main entrance will be open from 8:55 am- 9:05 am and 12:30 pm- 12:35 pm for drop off. Please ring the doorbell for admittance after this time.
- **Health and Safety Check:** Parents are asked to check their own and their child's temperature and monitor any symptoms of illness prior to dropping their child off.
- **Exit:** The caregiver will escort their child to their classroom. The teacher will greet the student at the door and the caregiver can follow the arrows to the designated exit.

Drop-Off Procedure for 2's:

- **Entrance:** Students will all enter through the main Nursery School Entrance. Caregivers will escort the student to their classroom (caregivers will not be permitted to enter into the classroom). The main entrance will be open from 9:10am- 9:15 am and 12:45 pm- 12:50 pm for drop off. Please ring the doorbell for admittance after this time.
- **Health and Safety Check:** Parents are asked to check their own and their child's temperature and monitor any symptoms of illness prior to dropping their child off.
- **Exit:** The caregiver will escort their child to their classroom. The teacher will greet the student at the door and the caregiver can follow the arrows to the designated exit.

Pick-Up Procedure: *Universal Masking Required*

Two's Class: Procedure for picking up a child will be the same as the drop off procedure. The caregiver will maintain social distance and wait for their student in the hallway and follow the arrows to the designated exit.

Three's, Pre-K, T-class and Kindergarten Class:

- **Designated Pick-Up Location:** Teachers will escort the entire class to designated pick-up locations:

- **Side Door: (near room 138):** Rooms 133, 136, 137, and 138
- **Main Door:** Rooms 118, 125 and 128
- **Sanctuary Breezeway:** Kindergarten
- **Dismissal:** Caregivers will park and wait outside, maintaining a proper social distance, the designated door for their student's class. Teachers will bring students out one at a time, check the caregiver's ID, and dismiss the child to the proper caregiver. We ask that caregivers take students directly to the car and depart.

CDC:

Drop-Off /Pick up Procedure: *Universal Masking Required*

- **Entrance:** Caregivers will enter WECEP using their fob. Caregivers will escort their child to their classroom (Caregivers will not be permitted to enter into the classroom).
- **Health and Safety Check:** Parents are asked to check their own and their child's temperature and monitor any symptoms of illness prior to dropping their child off.
- **Exit:** Staff will be responsible in assisting children in packing their belongings to take home. Bags will be laced along the wall outside of your child/children's respective classrooms.

General Cleaning and Sanitation Practices

WECEP will be sanitized and cleaned by our staff, using OSHA and CDC approved substances, daily. Our cleaning crew has been trained on the proper process to maximize effectiveness. This daily cleaning will be boosted by additional sanitizing and disinfecting throughout the day.

All common areas will be cleaned in between the AM and PM classes. To help minimize the transfer of germs, anyone over the age of two will be required to wear a mask unless they are exempt.

Each day, teachers will sanitize any toys or supplies that will be used that day and will wipe down any common areas. Any toy that has been potentially exposed to germs (i.e. sneezed or coughed on) will be placed in a bin for the remainder of class until it can be properly disinfected.

We will be diligently working on our end, but will also rely on your help. Throughout the building there will be opportunities to sanitize your hands. All children will be required to wash their hands when entering and exiting the classroom.

Virtual Learning (NSK & Kindergarten):

Our primary goal is to keep the students in school for the full school year. Unless directed by health officials or the government, we will not be closing our doors for an extended period of time.

Online learning will be available if we are mandated to close the school for more than two weeks. To continue to provide a robust learning atmosphere, all students will have the opportunity to participate in one, 30-minute live video call per week. Teachers will set a dedicated day and time and coordinate that directly with parents. A lesson plan, including a

story, activity and craft, will be sent for each additional day a student is registered (i.e. 2-days: one live call and one lesson plan; 3-days: one live call and two lesson plans; etc.).

The goal is to create a smooth transition from learning in the classroom to learning at home. Our teachers have been preparing both types of lesson plans to best accommodate their students.

Building relationships between parents and teachers is critical to assess how a child is performing in school. With that interaction being limited this year, we will be creating monthly check-ins. Teachers will be required to communicate with the student and parents at least one time per month to provide any milestones, any areas for improvement or any areas of concern. These updates may be a simple “thinking of you” card in the mail, email or phone call.

To expand upon the regular check-ins, our yearly conferences will continue to be held virtually. This is a great opportunity for a status update. Parents will be notified if this arrangement Changes.

Infected Person or Outbreak Plan:

Even the best laid plans have unforeseen variables. Should a student, teacher or staff member test positive for COVID-19, we will be implementing the below plan.

If a teacher notices a child is not feeling well, the child will immediately be separated from the class and the designated caregiver will be notified. To return to school, the child must be fever free for 24 hours. Should a child be tested for COVID-19, they will not be allowed to return to school unless they receive negative test results or completed the recommended quarantine period.

If a positive case is determined, we will notify families as soon as possible and follow the recommendations provided by the Department of Health. Our goal is to keep our doors open, conducting thorough cleaning every day. If directed, we will close our doors to prevent additional spreading, but there will be no online learning unless WECEP is directed to close for longer than 2 weeks.

If a student is exposed to COVID-19, we ask that the student be tested 3-5 days after exposure or quarantine for 10 days before returning to school. WECEP will not provide refunds for this period.

Designated COVID-19 Point of Contact for WECEP:

Please report any student who has had possible exposure or had developed symptoms of COVID-19 or is being quarantined and/or tested for COVID-19 to the NSK or CDC offices or directly to Denise Burke, Executive Director. The school is required to report positive cases to the Department of Health and follow recommendations that they make.

NSK Office: 412-835-2906
CDC Office: 412-835-9450
Executive Director: 412-835-2122