



COVID-19 Policies and Procedures

Updated January 2021

Hibben Preschool is committed to providing a safe environment for our students, families, and staff. These policies and procedures were developed using recommendations by the Centers for Disease Control (CDC), the SC Department of Health and Environmental Control (DHEC), and the American Academy of Pediatrics (AAP).

Recognizing that our environment and the recommendations made by health agencies and government officials often change, these policies and procedures may change. They will be regularly reviewed with regard to the evolving nature of the pandemic and emerging evidence. Any changes will be communicated to parents in a timely fashion.

Preventive Planning

We are taking the following steps to reduce the risk of transmission within our school.

- 1) All staff members and students will be screened for fever and symptoms of illness upon arrival at school each day.
- 2) All students and staff must wash their hands with soap and water for a minimum of 20 seconds prior to entering the building. Outdoor sinks will be provided at the entrance of each building. Students and staff will wash their hands and/or use hand sanitizer consistently throughout the day.
- 3) Student drop-off and pickup will take place outside at the entrances to each building. Parents may not enter the buildings except for emergency situations.
- 4) Drop-off and pickup times will be staggered to reduce the number of people gathered outside the buildings waiting to enter. As people are waiting in line to have their temperature taken or to wash their hands or for their turn to enter the building, physical distancing guidelines will be followed.
- 5) Frequently touched surfaces, toys, and restrooms will be disinfected throughout the school day. Electrostatic sprayers will be used to thoroughly disinfect and sanitize all areas daily.
- 6) Staff will wear face shields when inside and in close contact with one another and/or students.
- 7) To limit the spread of germs, classes will be self-contained. One class at a time will use each playground, the music room, gym, restrooms, and other common areas. For weekly chapel, classes will be spread out throughout the sanctuary.
- 8) Since after-school classes include children from various age groups and classes, we will not be offering after-school programs this fall.
- 9) To help ensure a cleaner and safer environment for the children, the 3's and 4K classes will use supply boxes/bags to designate each child's reusable supplies. Each child will use only his/her crayons, markers, scissors, play dough, etc. A list of suggested supplies will be provided, and

parents are asked to provide their child's individual supplies. Since it is nearly impossible to keep 1- and 2-year-olds from sharing items, their class supplies will be disinfected after each use.

- 10) During snack and lunch time, children will be spread out at additional tables or half of the class will eat while the other is engaged in another activity then they'll switch. To reduce the number of people handling food, parents are asked to send a daily snack for their children (toddlers, 2's, and 3's classes).
- 11) Play food and utensils will be removed from classrooms to eliminate toys that young children are tempted to put into their mouths.
- 12) Classes will spend as much time outside as possible. The toddlers, 2's and 3's classes will have 2 scheduled playground times each day; 4K classes will have one. Whenever possible, teachers will consider taking children outside for learning activities in the courtyard or in other safe areas on campus.
- 13) Students who exhibit a fever or other symptoms of illness during the school day will be isolated and a parent or caregiver will be required to pick them up immediately. As an extra precaution, any siblings who are students at Hibben Preschool will also be sent home.
- 14) Students and staff who travel internationally must quarantine for 14 days prior to returning to school.

Procedures

- 1) Students with last names beginning with A-M should arrive between 8:45-8:55 am and pickup between 12:10-12:20 pm. Students with last names beginning with N-Z should arrive between 9:00-9:10 am and pickup between 12:20-12:30 pm. Please help things run smoothly by sticking to your family's designated times. Any adult dropping off or picking up a child should wear a mask. Disposable masks will be available for those who forget theirs, but please stand off to the side and do not approach other adults or children until a mask can be given to you. Families are asked not to congregate on campus following drop-off or pickup (i.e. use playgrounds, gather in groups, etc.).
- 2) All staff members and children will have their temperature taken upon arrival and at least one other time during the day. Anyone with a temperature over 100.0 degrees will not be allowed to stay.
- 3) If a child has a fever over 100.0, that child must be fever free without medication for 72 hours before returning to school.
- 4) A child or staff member with the following symptoms should not attend school and may need medical care. Signs of illness can include, but are not limited to:
 - Fever of 100.0 or higher
 - Rapid breathing, shortness of breath, or difficulty breathing
 - New or worsening cough
 - Loss of taste or smell
 - Sore throat
 - Headache
 - Nausea
 - Vomiting
 - Diarrhea
 - Congestion or runny nose
 - Muscle or body aches
 - Fatigue

- 5) Prior to returning to school, staff and students must be symptom-free for 72 hours (without use of medications) **and** at least 10 days have passed since symptoms appeared **or** present a note from a medical professional clearing the individual for return based on an alternative diagnosis.
- 6) For families with multiple children enrolled at Hibben Preschool, all children will be excluded from care if one of the children does not meet admittance criteria for health.
- 7) If a Hibben student is the sibling of a close contact of someone testing positive for COVID, that student will be excluded from school beginning the day the close contact sibling is excluded. If the “secondary contact” student is tested with **a PCR test on or after 7* days** after the close contact sibling’s last exposure to the person testing positive and the test results are negative, the student may return to school. If the parents choose not to have the secondary contact sibling tested, the sibling must remain out of school until the close contact sibling is eligible to return (typically 14 days). A copy of the test results, including the patient’s name and date of test, must be provided to the school. **Day 1 is considered the day after the close contact sibling’s last exposure to the person testing positive.*
- 8) Families and staff must self-report if anyone in their household exhibits symptoms associated with COVID-19 or tests positive for COVID-19. Anyone who is a close contact must quarantine for 14-21* days prior to attending school. A close contact, as defined by DHEC, is anyone who spent 15 minutes or more within 6 feet of the infected person during their contagious period. The contagious period begins 48 hours prior to the onset of symptoms or 2 days before the specimen for the test was collected, if they have no symptoms. *DHEC guidelines state that if the child or staff member lives in the same household as the person testing positive, they must quarantine an additional 7-14 days after the date their household member has been cleared from their isolation period. Written notification is required from DHEC to determine when the close contact is eligible to return to school.
- 9) Families and staff must self-report if they have been designated as a close contact to someone who has tested positive for COVID-19. If the child or staff member is considered a close contact, he/she must quarantine for 14 days after the last contact with the person who tested positive.
- 10) In accordance with DHEC’s guidance, anyone who has tested positive for COVID has a 90-day period in which he/she is not required to isolate or quarantine following the date of his/her positive test, regardless of repeat positive tests or exposure to a positive case.
- 11) Students and staff should limit personal belongings brought into school to only what is necessary. Please do not bring toys or stuffed animals.
- 12) If there is a positive case of COVID-19 in our school, parents will be notified. By cohorting our classes, our goal is to keep our school open but to close the affected class. Parents of children in the affected class will be notified and that classroom will be closed for 14 days, since all class members will be considered close contacts. The classroom and all common areas will be thoroughly cleaned and disinfected. If warranted, we may close for 2-5 days to ensure every area of the school is cleaned and disinfected thoroughly. Virtual learning opportunities will be offered during this time. If notification of a positive case is received during the school day, parents of children in the affected class will be notified and the classroom will be closed immediately. Parents are expected to pick up their children as soon as possible.
- 13) If an entire class must quarantine, our virtual learning model will be implemented. Teachers will provide a combination of instructional videos, interactive video conferencing, and at home packets, as well as school-wide resources (story time videos, bedtime Bible stories, and chapel and music videos). For a child who must quarantine, teachers will help the child continue to engage with the class via video conferencing and other learning resources.

- 14) No refunds or tuition credits will be offered for times an individual, class, or the entire school must transition to virtual learning. Hibben Preschool is a non-profit ministry that relies on tuition income to operate. We are committed to paying our teachers, even during times of unexpected closure, and we expect them to provide a meaningful virtual learning experience for all students. We are asking families to commit to staying with us during this challenging time and we are committing to do our very best to provide a meaningful educational experience for each child.

This plan is not complete without a final word about your child's experience. While safety is our highest priority during this public health crisis, we are also committed to a joyous learning environment for your child. Children will continue to play, laugh, explore, create, and grow. Our entire team is grateful for the trust you have placed in us and we consider it a privilege to care for, nurture, and teach your children.



COVID-19 Policies and Procedures Signature Page

Each family must acknowledge receipt of this document and confirm they have read it. Your signature also indicates that your family agrees to abide by all policies and procedures. **Please complete and return this page only to the preschool office via email (preschool@hibbenumc.org), fax (843-884-2091), or regular mail (690 Coleman Blvd., Mount Pleasant, SC 29464) no later than **August 1**.** Thank you!

Child's Name: _____

Parent's Name (please print): _____

Parent's Signature: _____

Date: _____