



## COVID-19 Policies and Procedures January 2022

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.

**IMPORTANT! If someone in your family tests positive OR has been exposed to a positive COVID case, please text or call the director immediately (843-216-8438). Then call DHEC (866-365-8110). Please let them know all the details of your exposure and that your child attends Hibben Preschool. DHEC will give you guidelines regarding isolation or quarantine. DHEC will send the school an email regarding your child's return date to school. Thank you!**

### 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 will take place outside at the entrances to each building. Parents may enter the buildings at pickup.
- 4) All inside visitors must wear masks and wash their hands or use hand sanitizer before entering. If parents are vaccinated, they may voluntarily email the school their vaccine record as proof of immunization. Once we have received proof and made a note on our school records, these guests do not need to wear a face covering inside the school building. Without this proof, we will continue to require face coverings. When sending the vaccine email with an image of the vaccination card or sheet to [preschool@hibbenumc.org](mailto:preschool@hibbenumc.org), please title the subject line this way: Vaccine-Last Name (for example Vaccine-Adams).
- 5) Student arrival and check-in will take place between 8:50-9:10 am, lengthened in order 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.

- 6) 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 weekly.
- 7) In accordance with CDC guidelines, staff who have not been vaccinated will wear masks when inside and in close contact with one another and/or students. Masks are optional for students and for staff who have been fully vaccinated, but may be required for staff at certain times based on prevalence of cases and transmission rates in the community.
- 8) 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.
- 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 the toddler and twos 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.

**Due to the rise in cases and in community transmission, all staff are currently wearing masks and both check in and check out are taking place outside. After school programs have also been postponed. These changes will be reconsidered monthly by the Board of Directors and may be changed at their discretion.**

### **Procedures**

- 1) All staff members and children will have their temperature taken upon arrival. Anyone with a temperature over 100.0 degrees (axillary) or 100.4 (orally) will not be allowed to stay.
- 2) Parents will be asked each day to confirm that their child is not experiencing symptoms of contagious illnesses. Staff will confirm they are not experiencing symptoms of contagious illnesses.
- 3) 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 (axillary) or 100.4 (orally) 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
- 4) Prior to returning to school, staff and students must be symptom-free for 24 hours (without use of medications) **and** provide negative test results for covid-19 **or** present a note from a medical professional clearing the individual for return based on diagnosis of a non-contagious condition. Parents may choose not to have their child tested for COVID-19 or see a doctor. In this case, the child must remain out of school for 7 days and be symptom-free for 24 hours (without use of medications) before returning to school. At-home testing results are not accepted. If allergies are a chronic condition for your child, a doctor's note is required to keep on file.
  - 5) 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.
  - 6) 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 asymptomatic and is tested with **a PCR or rapid test on or after 3\* 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 close contact or the secondary contact begins to exhibit any symptoms of illness, please notify the preschool director immediately. 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.*
  - 7) Families and staff must self-report if anyone in their household exhibits symptoms associated with COVID-19, tests positive for COVID-19 or becomes a close contact to someone who has tested positive for COVID-19. Anyone who tests positive or is a close contact and has not been vaccinated must isolate/quarantine according to DHEC guidelines. A positive case may return to school after 10 days if symptoms have improved and he/she has not had a fever for 24 hours without the aid of medication. A close contact may return to school after 7 days in quarantine if (1) he/she does not have any contact with the positive case during that time period, (2) he/she has zero symptoms of illness, and (3) he/she tests negative **with a PCR or rapid test** on or after day 5. The day the close contact last had contact with the positive case is day 0. If the close contact lives in the same household with the positive case and the positive case is unable to isolate, day 0 is the day the positive case's isolation ends. If a close contact chooses not to get tested, he/she may return to school after 14 days.
  - 8) 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, as long as the individual is asymptomatic. If the individual becomes symptomatic during those 90 days, he/she should be isolated under current recommended precautions and be evaluated by a medical professional to determine if he/she has been reinfected.

- 9) If a fully vaccinated staff member has close contact with a COVID-19 case she will not be required to quarantine if she remains asymptomatic. If she experiences symptoms, she must either be tested or complete the recommended quarantine period.
- 10) 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 7 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.
- 11) 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.
- 12) 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.
- 13) Since they are optional, after school programs will resume in September. Parents should note that if a child who participates in an after-school program tests positive (and attended the program during the contagious period), all children in that program class will be designated as close contacts. Information about after school options will be distributed to all families in a separate communication.
- 14) Details relative to school festivities and school-wide events will be determined as the school year progresses.
- 15) At least one parent from each family must complete the policies acknowledgement form that is accessible via brightwheel.**

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.