

CARY FBC WEEKDAY PRESCHOOL COVID 19 POLICIES AND PROCEDURES HIGHLIGHTS

FBC Weekday Preschool serves to provide a loving, Christian environment where preschoolers can grow and develop socially, emotionally, physically, and spiritually. Using guidance from Centers for Disease Control (CDC), North Carolina Department of Health and Human Services (NCDHHS), and the American Academy of Pediatrics (AAP), we have created policies and procedures in our best attempt to provide a safe and developmentally appropriate preschool community of learning for the 2021-2022 school year and for as long as deemed necessary.

Transmission and Symptoms of COVID-19

- COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze.
- Symptoms may appear 2-14 days after exposure to the virus, and include:
 - Fever (100.4°) or chills
 - Shortness of breath or difficulty breathing
 - New loss of taste or smell
 - Congestion or runny nose
 - Nausea, vomiting, or diarrhea
 - New cough
 - Fatigue
 - Muscle or body aches
 - Sore throat
 - Headache
- Even people with no or mild symptoms can spread the virus. Children with COVID-19 may not initially present with fever and cough as often as adult patients.

Monitoring for Symptoms

- We will not allow entrance to the preschool if you or your child have tested positive for COVID-19, are showing symptoms of COVID-19, or have had close contact with a person with COVID 19.
- If we need to close a classroom for any period of time, we will notify families via email. We will not notify families if someone screens positive for COVID-19 but does not enter the preschool.
- We will follow all guidance provided by the local health department.

Returning to Preschool

- If a person has symptoms of COVID-19 and has not been tested OR has symptoms of COVID-19 and has tested positive for COVID-19, that person may return to preschool when that person can answer yes to ALL of the following:
 - Has it been at least 10 days since symptoms first appeared?
 - Has it been at least 72 hours (3 days) since the person had a fever (without using fever reducing medications)?
 - Has it been at least 72 hours (3 days) since the person's symptoms have improved?
- If a person has COVID-19 symptoms but tests negative for COVID-19, they can return to preschool if it has been at least 72 hours (3 days) since they had a fever without using fever reducing medications and they have felt well for at least the past 24 hours.

Preventing Spread in the Classroom

- Classes will operate within their own bubble inside the building. There may be times that classes overlap outdoors.
- We use HEPA filters and UV-C light sanitizers to keep the air as clean as possible.
- Children will have their own supplies.
- Children will wash their hands numerous times throughout the day, including upon arrival and before dismissal.
- Due to the Town of Cary mask mandate, masks are required for everyone age 5 and up. Staff will be masked while indoors. All visitors should wear masks while indoors.

Cleaning and Sanitizing

- In conjunction with parents and caregivers, staff will teach and monitor good handwashing and hygiene practices.
- We will thoroughly clean and sanitize all toys used in a classroom each day. Toys that cannot be cleaned and sanitized will not be used.
- Bags are allowed. We ask that you only send in things that are necessary for the preschool day (change of clothes, diapers, etc.)

Drop-off and Arrival Procedures

- Carpool drop-off is mandatory.
- As part of our check-in procedures, you must respond to our health screening questions in Brightwheel.
- If a person screens positive for COVID-19, they cannot enter the preschool.

Pick-up Procedures

- Please park and walk to our carpool entrance. Wear a mask and wait at least 6 feet from others.
- When it is time for your child's class to dismiss, you will be invited into the preschool to wait for your child. Please spread out throughout the hallway to allow for enough distance. Please note: our 4s and TK classes will dismiss from outside.
- Teachers will be wearing a mask.

The information provided above is in no way intended to be a complete picture of our policies and procedures but is provided as a quick reference. The full policies and procedures document discusses this information in much greater detail.

CARY FBC WEEKDAY PRESCHOOL COVID-19 POLICIES AND PROCEDURES

Proposed 7/1/2021; Revised 8/10/2021; Approved 8/29/2021

Cary FBC Weekday Preschool serves to provide a loving, Christian environment where preschoolers can grow and develop socially, emotionally, physically, and spiritually. Using guidance from Centers for Disease Control (CDC), North Carolina Department of Health and Human Services (NCDHHS), and the American Academy of Pediatrics (AAP), we have created policies and procedures in our best attempt to provide a safe and developmentally appropriate preschool community of learning for the 2021-2022 school year and for as long as deemed necessary.

As early childhood educators, we teach children how to play with their peers in a cooperative manner, read facial expressions and body language, learn self-control in social situations, and develop vocabulary and letter formations by looking at a teacher's lip formation. These standards remain embedded as best practice and fall within federal and state health recommendations for child care settings.

This document will follow the topics as discussed in *ChildCareStrongNC Public Health Toolkit*, released by the NC Department of Health and Human Services and updated on August 2, 2021.

Disclaimer: Administrators and staff at Cary FBC Weekday Preschool and Cary First Baptist Church are not health and safety experts. We cannot identify every possible scenario, but we have done our best to review current research and guidance regarding COVID-19 and to provide an overview of our understanding of the information as it applies to our preschool environment.

Transmission and Symptoms of COVID-19

COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. The virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, personal prevention practices (such as handwashing and staying home when sick) and environmental cleaning and disinfection are the focus of our plan to open safely.

Symptoms may appear 2-14 days after exposure to the virus. People with COVID-19 have reported a wide range of symptoms, including, but not limited to:

- Fever (100.4°) or chills
- Shortness of breath or difficulty breathing
- New loss of taste or smell
- Congestion or runny nose
- Nausea, vomiting or diarrhea
- New cough
- Fatigue
- Muscle or body aches
- Sore throat
- Headache

Even people with no or mild symptoms can spread the virus. Children with COVID-19 may not initially present with fever and cough as often as adult patients.

Monitoring for Symptoms

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| <p>We will NOT allow entrance to the preschool if you</p> | <ul style="list-style-type: none"> • have tested positive for COVID-19 • are showing symptoms of COVID-19 (particularly fever, chills, shortness of breath, difficulty breathing, new cough, new loss of taste or smell) • someone in your immediate family has tested positive for COVID 19 |
| <p>If a person screens positive for COVID-19 or develops symptoms during the day at the preschool</p> | <ul style="list-style-type: none"> • We will immediately isolate the person in an unused classroom (children will be supervised by a staff member wearing a mask), and we will send the person (and any family members) home as quickly as possible. • We will close off areas used by the person who had symptoms and will not use these areas until after cleaning and disinfecting. • There may be no need to close the preschool if the local health department determines that close contacts are excluded, child/teacher ratios are appropriate, and there is sufficient space to continue normal operations. This will be determined on a case-by-case basis. • If we need to close a classroom for any period of time, we will notify families via email. We will not notify families if someone screens positive for COVID-19 but does not enter the preschool. |
| <p>If a person in the preschool tests positive for COVID-19</p> | <ul style="list-style-type: none"> • We will immediately isolate the person in an unused classroom (children will be supervised by a staff member wearing a mask), and we will send the person (and any family members) home as quickly as possible. PLEASE NOTE: if a person is being tested for COVID-19 due to possible exposure, they will not be allowed to enter the preschool until they meet the criteria to return to preschool. • We will immediately notify the local health department of a positive test, and we will work with them to determine the next steps. • We will close off areas used by the person who had symptoms and will not use these areas until after cleaning and disinfecting. • There may be no need to close the preschool if the local health department determines that close contacts are excluded, child/teacher ratios are appropriate, and there is sufficient space to continue normal operations. This will be determined on a case-by-case basis. If the local health department determines that we need to close, we will close the entire preschool for a minimum of 48 hours for cleaning and disinfecting. • We will fully comply with any directives from the local health department. • We will notify all preschool families of any child or staff member that tests positive for COVID-19, while ensuring the person's privacy is always protected. |

Returning to Preschool

We want our children and staff to be in the classroom once it is safe for them to be there, so we have determined the following criteria for individuals returning to preschool:

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| If a person has symptoms of COVID-19 and has not been tested OR has symptoms of COVID-19 and has tested positive for COVID-19 | Person may return to preschool when they can answer yes to ALL of the following: <ul style="list-style-type: none">• Has it been at least 10 days since symptoms first appeared?• Has it been at least 72 hours (3 days) since the person had a fever (without using fever-reducing medications)?• Has it been at least 72 hours (3 days) since the person's symptoms have improved, including cough and shortness of breath? |
| If a person has not had symptoms of COVID-19 but has been diagnosed with COVID-19 based on a positive test | Person may return to preschool once 10 days have passed since the date of their first positive test. However, if a person develops symptoms after his or her positive test, the person must be able to answer yes to ALL three questions presented above. |
| If a person has COVID-19 symptoms but tests negative for COVID-19 | Person can return to preschool if they can answer yes to BOTH of the following: <ul style="list-style-type: none">• Has it been at least 72 hours (3 days) since the person had a fever without the use of fever-reducing medication?• Has the person felt well for at least the past 24 hours? |
| If a person has been determined to be in close contact with someone diagnosed with COVID-19 | Person can return to preschool after quarantining at home for at least 14 days. The purpose of this quarantine is to determine if a person who has been exposed to someone with COVID-19 will get infected. This person must complete the full 14 days of quarantine, even if they test negative for COVID-19. However, if the person tests positive for COVID-19 or develops COVID-19 symptoms, they must follow the above criteria before returning to preschool. |

Preventing Spread in the Classroom

Social distancing can decrease the spread of COVID-19. However, because of the inherent difficulty in social distancing in the preschool environment, the AAP has recommended a type of cohort environment – what we refer to as the class “bubble.” The exact size of the bubble can vary depending on the school setting, and Cary FBC Weekday Preschool will operate under a “bubble within a bubble” environment.

Our largest bubble will be our preschool. Included within that bubble are our staff and students. Our focus is on keeping everyone within our bubble safe. This bubble extends to our outdoor play spaces, as well as the gym.

We do expect to begin widening our bubble to include families. We are allowing families to enter at pickup, though we encourage only one pickup person to enter per child. Everyone must sanitize hands and arms using the provided hand sanitizing stations or using soap and water in the nearest bathroom. All adults and children over the age of five MUST cover both nose and mouth with a cloth covering.

We are tentatively planning family activities (Donuts with Dads, Thanksgiving Feast, etc.) and in-class field trips (Fire Department, Police Department etc.) assuming it is safe to hold those events at the time. This is subject to change.

Classrooms will also create individual classroom bubbles. Social distancing within the classroom will not be enforced, however there are additional restrictions in place within the classroom bubble to ensure that everyone remains safe:

- Children will have their own supplies. These supplies will vary based on class needs, but include things like crayons, markers, glue, etc. Supplies that can be easily cleaned or are one-time use only will not be included (paint, paper, etc.).
- Classrooms will not use sensory bins or items and toys that are unable to be cleaned and disinfected. Classes may use individual sensory items.
- Children will be required to wash their hands with soap and water upon entering the classroom, after playing with shared items, and after leaving the playground and/or gym.
- Children will leave the classroom to go outside or to the gym, and our 4s and TK classes will continue to go to our in-house library. Music will often be held outside, and Chapel will be held in individual classrooms.
- Water fountains are closed indefinitely. We will continue to provide students water during snack and upon request.
- If a student is receiving services, the appropriate service providers may enter the classroom once they have been screened and as long as they follow all of our policies.

Cleaning and Sanitizing

We believe that maintaining excellent cleaning and sanitizing standards will help prevent the spread of COVID-19 within the preschool.

- In conjunction with parents and caregivers, staff will teach and monitor good handwashing and hygiene practices. This includes washing hands with soap and water for at least 20 seconds, coughing and sneezing into their elbows or a tissue, and discouraging putting toys into mouths.
- For children, we prefer to use handwashing with soap and water, but we can use hand sanitizing products, if necessary for quick sanitizing. We will only use hand sanitizer for quick sanitizing between activities, if applicable.
- We will use disposable food service items and ensure that snacks and food service items are minimally handled.

- We will thoroughly clean and sanitize all toys used in a classroom each day, using EPA approved cleaners and UV-C light sanitizing wands. Toys that cannot be cleaned and sanitized will not be used in the classroom.
- Children's personal items must remain in their cubbies at all times. Bags (book bags, totes, etc.) are allowed in the building. Please keep the items in the bag limited to those items necessary for school (extra clothes, diapers, etc.)
- Outdoor areas require normal routine cleaning, but do not require disinfecting. Using our disinfectant on outdoor equipment is not an efficient use of these supplies and will not be utilized. We will wipe down high-touch areas after each class.

Practical Applications of Our COVID-19 Policies

The health and safety of our children, families, and staff is our top priority. We always do as much as we can to prevent the spread of any infectious disease within our program, but we have made adjustments to our procedures specifically in response to the current, ongoing public health emergency. While we have included many of our revised policies throughout this document, we also wanted to provide updates to our procedures so you know what to expect each day.

Drop-off and Arrival Procedures

- We will post a COVID-19 Information sign at the preschool entrance.
- We will ask that parents be on the alert for any symptoms of COVID-19 or general illness. Parents must keep their children home if they show any signs of illness.
- Every family will use carpool drop off each morning. A staff member will greet the family and children, remove the children from the car, and walk them to class. This staff member will be wearing a mask during carpool.
- Each person entering the building must undergo a health screening as part of our check in process. The person who is dropping off each child must sign to certify the accuracy of the responses.
- The person who is dropping off cannot leave the premises until the health screening are complete. These screenings will be completed while the child is in the vehicle, if possible.
- If a person screens positive for COVID-19, they cannot enter the preschool.
- We encourage families to designate the same individual to drop off the child every day, if possible.
- For those students who need to arrive late, we ask that you arrive after 9:30am so that we are able to assist you.

Screening Questions

The person dropping off must be able to accurately answer the following questions and certify that the answers are correct:

- Has your child or anyone in your family had close contact (within 6 feet for at least 15 minutes) in the last 14 days with someone with symptoms of COVID-19 or diagnosed with COVID-19, or has any health department or health care provider advised you to quarantine?
- Does your child or anyone in your family have any of the following symptoms:
 - fever
 - chills
 - shortness of breath or difficulty breathing
 - new cough

In Brightwheel, these questions are displayed as statements requiring a check:

- No fever
- No cough or shortness of breath
- No contact with COVID-19 in the last 14 days

If you are unable to check any of the boxes, the child will not be able to enter the preschool. Please refer to our policies on returning to preschool.

Non-Staff Adults Entering the Preschool

- Non-staff adults may only enter the preschool at pickup.
- We will set up hand hygiene stations near the entrance or have signs directing parents to the nearest bathroom to wash hands with soap and water before they will be allowed to enter the preschool hallway.
- Adults must wear a mask when entering the facility. This includes the foyer.
- For early pickup, we ask that you wait patiently outside. We will bring your child to you. Please wear a mask; our staff will be doing the same.

Pick-up Procedures

- Because we are unable to load your child into their carseat, we ask that you park and walk to our carpool entrance. Please wear a mask and wait at least 6 feet from others.
- Classes will dismiss from their classroom or other designated point. Please do not approach the entrance until your designated pickup time.
- While inside the building, please allow plenty of space between you and other families. If you would like to talk with your child's teacher, please wait until others have left the area.
- If you will be unavoidably late, you must text the Director and Assistant Director. Upon arrival, please park and ring the bell. We will bring your child to you.

Hand Hygiene

Good hand hygiene is critical to helping prevent the spread of COVID-19 and any infectious disease. Children will wash hands with soap and warm water at the following times, at a minimum. Handwashing is not limited to these times.

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| <ul style="list-style-type: none"> • When entering the preschool • Before eating • After eating • After bathroom visits (including diapering) | <ul style="list-style-type: none"> • Before going to the playground or gym • After returning from the playground or gym • Before dismissal |
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COVID-19 POLICIES AND PROCEDURES ACKNOWLEDGMENT AND DISCLOSURE

This information is provided for your reference. A copy to be initialed, signed, and returned to us follows. A signed copy of this document must be on file with FBC Weekday Preschool before your child will be able to attend the preschool.

1. I understand that due to this COVID-19 Public Health Emergency FBC Weekday Preschool has implemented policies and procedures for the safety of all persons present in the facility and to limit to the extent possible everyone's risk of exposure. I understand that it is my responsibility to inform anyone who drops off or picks up my child of the policies and procedures.
2. I understand that when I enter the facility beyond the designated drop-off and pick-up area I MUST wash my hands before entering and wear a mask. While in the facility I must practice social distancing and remain 6ft from all other people, except for my own child.
3. I understand that to enter upon the facility premises my child must be free from COVID-19 symptoms. If, during the day, any of the listed symptoms appear, my child will be separated from the rest of the people in the center, I will be contacted, and my child MUST be picked up from the facility immediately.
4. If my child, or a member of our household is experiencing any of the following symptoms, my child will be excluded from the program:
 - fever of 100.4° Fahrenheit or higher
 - chills
 - shortness of breath
 - difficulty breathing
 - new cough

*While we understand that many of these symptoms can also be related to non-COVID-19 related issues we must proceed with an abundance of caution. These symptoms typically appear 2-7 days after being infected so please take them seriously. Your child will need to be symptom free without any medications for 72 hours before returning to the facility.
5. I understand that I am required to honestly answer daily COVID-19 screening questions. I also understand that anyone who is dropping off my child will need to be able to accurately answer the screening questions. I understand that anyone who is dropping off my child may not leave until the screening is complete and it is safe for my child to enter the preschool.
6. I understand that FBC Weekday Preschool staff must be able to contact me or an emergency contact during the preschool day. I will provide updated contact information to the preschool, if necessary.
7. I understand that enrolled children under the age of five are NOT required to wear a mask while in the facility. If I choose for my child to wear a mask during the preschool day, I will supply extra masks and instruct my child on the proper usage of masks. Teachers will assist children in wearing their masks correctly.

8. I understand that my child will be required to wash their hands using CDC recommended handwashing procedures throughout the day using warm running water and rubbing with soap for at least 20 seconds.
9. I understand that to limit the exposure risk for everyone in the center, my child will be excluded from the program for 14 days upon return if my child travels outside of the country. I further acknowledge that tuition will be due in full during any 14-day period my child is not permitted to attend the program as my child is still enrolled in the program.
10. I understand that tuition is non-refundable and is due in full even if my child does not attend due to illness, quarantine, or travel. I also understand that FBC Weekday Preschool will evaluate the implications of our tuition policy if an extended closure is ordered by federal, state, or local officials.
11. I will immediately notify FBC Weekday Preschool if I become aware of any person with whom my child or I have had contact exhibits any of the symptoms listed in the accompanying document, is advised to self-isolate, quarantine, has tested positive, or is presumed positive for COVID-19.
12. I understand that while present in the facility each day my child will be in contact with children, families and other employees who are also at risk of community exposure. I understand that no list of restrictions, guidelines or practices will remove 100% of the risk of exposure to COVID-19 as the virus can be transmitted by persons who are asymptomatic and before some people show signs of infection. I understand that my family and I play a crucial role in keeping everyone in the facility safe and reducing the risk of transmission. I understand that these guidelines can and will be updated and changed related to developments and updates to the Public Health Emergency on the national, state, and local level and based on best practices, CDC guidance and facility recommendations and/or requirements. Further, I acknowledge that the preschool administrators have the right and responsibility to enact and enforce policies and procedures to keep all employees, children and their families as safe as possible.

I certify that I have read, understand, and agree to comply with the provisions listed herein. I acknowledge that failure to act in accordance with the provisions listed herein, or with any other policy or procedure outlined by FBC Weekday Preschool may result in termination of services. I acknowledge that care for my child will be terminated if it is determined that my actions, or lack of action unnecessarily exposes another employee, child, or their family member to COVID-19. I agree to hold harmless First Baptist Church, FBC Weekday Preschool, and any church and preschool staff.