



## Cornerstone Kids Preschool & Kindergarten

### Covid-19 Policies and Procedures

With the current pandemic, we want to do our best to ensure a safe and clean environment for your little one to learn and play. Although, we all want school to resume as normal, we will be implementing **temporary changes** to our program to comply with the guidelines and recommendations provided by the CDC, the Department of Early Care and Learning (DECAL), the North Georgia Methodist Conference and the CKPK Preschool Advisory Committee. Our intent is to resume normal operations as soon as possible.

Any questions or concerns regarding these policies should be directed to the

CKPK Administration

[ckpkdirector@gmail.com](mailto:ckpkdirector@gmail.com)

770-683-9780

Approved by Preschool Advisory Council July 13, 2020

## **Covid-19 Policies and Procedures**

The health, safety, and well-being of Cornerstone United Methodist Church Preschool children, staff, and families is always of the utmost concern in our operations and is a driving force for establishing health and safety policies and procedures. As we face this unprecedented public health emergency of COVID-19 Coronavirus, Cornerstone Kids Preschool & Kindergarten will require that all staff and families abide by these newly established policies and procedures. These policies and procedures are set up as a means of supporting and protecting our children, families, and staff. Because the COVID-19 pandemic is a fluid situation, CKPK recognizes that these policies and procedures are subject to change as they may need to be revised in response to changing trends and/or knowledge about the virus. Any changes will be communicated to families and staff electronically through email and the website. All questions regarding these policies and procedures should be directed towards CKPK Administration by email: [ckpkdirector@gmail.com](mailto:ckpkdirector@gmail.com) or by calling 770-683-9780. Thank you for partnering with us to be able to continue to safely care for your child and help them thrive during this pandemic.

### **General COVID-19 Information**

- COVID-19 or CORONAVIRUS is an infectious disease that is spread through the air by persons coughing or sneezing, through close personal contact, and/or by touching your eyes, nose, or mouth before washing your hands. This virus can result in a mild to severe reaction and can cause the following symptoms:
  - Fever (100.4 or higher) or chills
  - Cough
  - Shortness of Breath or Difficulty Breathing
  - Fatigue
  - Muscle or Body Aches
  - Headache
  - New Loss of Taste or Smell
  - Sore Throat
  - Congestion or Runny Nose
  - Nausea/Vomiting or Diarrhea

Research shows that children are likely to have milder symptoms than adults, but this is not always the case.

- **People who may be at higher risk of severe illness from COVID-19 include:**
  - People aged 65 and over
  - People of all ages with underlying medical conditions
  - Any person who is immune compromised
  - People with severe obesity
  - People with diabetes, chronic kidney disease undergoing dialysis, liver disease

➤ **Tips for Parents:**

- Practice and reinforce good hygiene habits with your family.
  - Teach your child to wash hands often for 20 seconds (sing Happy Birthday) with warm, soapy water, but especially after going to the bathroom, before and after eating, and after blowing your nose, sneezing, or coughing. Use Hand Sanitizer with at least 60% alcohol as a substitute for soap and water when needed.
  - Teach your child to cover coughs and sneezes with a tissue or elbow.
- Keep your child home if they are sick with any illness. Contact your doctor to discuss your child's symptoms. Children may return after 48 hours symptom free without medication.
- Keep your child home if anyone in your home has symptoms, has been diagnosed, tested for or been exposed to Covid-19. (Refer to page 6, Response to Covid-19 exposure).
- Communicate any absences to the preschool office and your child's teacher.
- Please save the preschool phone number in your contacts 770-683-9780 and be available to pick up your child from school within 30 minutes of a call.
- Be prepared with a backup plan for childcare in the event that our school must close your child's classroom or the entire preschool due to positive COVID-19 exposure.
- Once you return home from school, wash your child's hands, change clothing and sanitize shoes and backpack.
- Stay informed. This health emergency situation is one that changes rapidly. Stay up-to-date with these resources:

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

<http://decal.ga.gov/BFTS/Covid19.aspx>

➤ **Prevention of the virus from ENTERING the building:**

CKPK will take all necessary precautions to keep the COVID-19 Virus from entering the building of the church. These steps include:

- Only allowing staff and children in the preschool wing who are required/authorized for daily operations.
- Restricting Visitors – Visitors, including parents, and other church staff members will not be allowed in the preschool wing unless previously authorized by CKPK Preschool Administration and/or the Senior Pastor.
- Pick-Up and Drop-Off for all children will be done through the car rider lane only.

- Daily health screenings will be conducted for all staff and preschool children including temperature checks on arrival. Staff members conducting the daily health screenings will be required to wear masks and maintain a six-foot distance while asking the following screening questions:
  1. Do you or do any of the children you are dropping off have a fever of 100.4 degrees Fahrenheit or symptoms of Covid-19?
  2. Have you or any of the children you are dropping off:
    - a. Had any of these symptoms since last time you were last here?
    - b. Been in contact with anyone with these symptoms since the last time you were here?
    - c. Potentially been exposed to COVID-19 or have reason to believe you/they have COVID-19?

Anyone exhibiting COVID-19 symptoms will be excluded for the period of time as outlined in the School-Wide Response to Positive COVID-19 Exposure section.

➤ **Prevention of the spread of the virus WITHIN the facility:**

- Children will remain with their class with the same teachers during the day. Staff will be kept consistent from classroom to classroom, with the only exception being in the event of staff absence and the need for a substitute.
- Children will not be gathering in groups, switching classrooms or combining with other classes and will maintain a 6 foot social distance from other classes.
- Pledge and Prayer, Library and Movement classes will be held in the classrooms.
- We will not be offering Lunch Buddy at this time.
- Classroom furniture will be placed in a manner that promotes spacing/separation of children to aid in promoting distancing.
- Folders will be sent home once a week on the last day of school. Please return folders on the first day of school each week.
- Playground times will be staggered with one class at a time.
- Children will bring a water bottle from home. Children will be spread out as much as possible within their classrooms during mealtimes.
- Water play and sensory play with items such as rice, beans, playdough, and sand will be limited as much as possible. When sensory play does occur, items used will be disinfected in between children or single use only.
- Children will be reminded not to touch their eyes, nose, and mouth.

- Proper hand washing and hygiene practices will be used for children and staff throughout the day. Children and staff should wash their hands for a period of 20 seconds with warm water and soap:
  - Upon arrival in the classroom in the morning
  - Before and after eating meals and snacks
  - After blowing their nose, coughing, or sneezing, or in contact with bodily fluids
  - After toileting or changing diapers
  - After playing on the playground
- Hand sanitizer with at least 60% alcohol may be used in lieu of handwashing when needed.
- Staff members are required to wear masks during arrival, dismissal, in common areas and when in close contact with children and coworkers. Preschool children are not required to wear masks. No one under the age of two should wear a mask.

➤ **Sanitation Practices:**

CKPK will continue to follow best practices for hygiene, cleaning, sanitizing, and disinfecting the classrooms and materials used. Routine cleaning of all surfaces and items frequently used will occur throughout the school day. Toys will be cleaned throughout the day as needed, and at the end of each school day. Classrooms and bathrooms will be cleaned and disinfected at the end of each school day as well.

- CKPK will refrain from using washable cloth toys, dress up clothes, hats, etc. during the COVID-19 pandemic.

➤ **Arrival and Departure Procedures:**

We apologize for the inconvenience, but in an effort to keep everyone safe, parents/caregivers will not be able to walk children to class. All children MUST be dropped off in the car rider lane. CKPK Staff Members will complete the health screening process and walk them to class. All children MUST be picked up in the car rider lane at the end of the day.

➤ **Children or Staff Who Develop Symptoms of Covid-19 during the Day:**

Any child or staff member who develops symptoms during the school day, will be removed from the classroom and sent home as soon as possible.

➤ **School-Wide response to COVID-19 exposure:**

*Please notify the preschool director if anyone in your household has a positive or pending Covid-19 test results, contact with someone who is Covid-19 positive or exhibiting symptoms of Covid-19. We will contact the Health Department for guidance and maintain confidentiality.*

- **CKPK Staff members** will be expected to follow our church's policy for returning to work as outlined below:
  - If a staff member tests positive for COVID-19, they must quarantine at home for a period of 14 days. The Georgia Department of Health will be notified. CKPK will follow their guidance and recommendations for any necessary classroom and/or school closings. Parents of children in that classroom will be notified that there was a positive COVID-19 case. A deep cleaning of the classroom will occur. The staff member must be symptom free for 72 hours without the aid of medication **AND** have a negative COVID-19 test result before returning to work.
  - If a staff member has had contact with a person who is COVID-19 positive they must; self-isolate at home for 14 days, **OR** receive a negative COVID-19 test result, **OR** have medical clearance from their doctor to return to school.
  - If a staff member is exhibiting symptoms of Covid-19, they will be required to remain at home until they are symptom free for a period of 72 hours without the aid of medication **OR** until they receive a negative COVID-19 test result.
- **Enrolled Child:**
  - If a child tests positive for COVID-19, they must quarantine at home for a period of 14 days. The Georgia Department of Health will be notified. CKPK will follow their guidance and recommendations for any necessary classroom and/or school closings. Parents of children in that classroom will be notified that there was a positive COVID-19 case. A deep cleaning of the classroom will occur. The child who tested positive **MUST** have a negative COVID-19 test result **OR** be symptom free for 72 hours without the aid of medication **AND** at least ten (11) days passed since symptoms appeared before returning to school.
  - If a child has had contact with a person who is COVID-19 positive they must; self-isolate at home for 14 days, **OR** receive a negative COVID-19 test result, **OR** have medical clearance from their doctor to return to school.
  - If a child is exhibiting symptoms of Covid-19, they will be required to remain at home until they are symptom free for a period of 72 hours without the aid of medication **OR** until they receive a negative COVID-19 test result.

**In the event of a positive Covid-19 test or exposure, we will contact the county Health Department and follow their recommendations. Any guidance from the Health Department will supersede our existing policies.**

July 16, 2020

Dear Cornerstone Kids Family,

As we prepare to reopen the Cornerstone community to our precious students and families, it is vital to communicate the reality of risk associated with face-to-face school settings. Though we are doing everything we can to modify and adapt our procedures and environment to prevent the spread of contagious infections, it is our duty to also inform families that, despite all precautions, there is always a risk of contracting a contagious infection in any group setting.

The following notice will be posted at all entry points to Cornerstone facilities so that families are aware of unavoidable risks, and you are able to make informed decisions as to the health and safety of entering our school.

**Warning:**

Under Georgia law, there is no liability for an injury or death of an individual entering these premises if such injury or death results from the inherent risks of contracting COVID-19. You are assuming this risk by entering these premises.

We are honored to be entrusted with the health, safety, and privilege of facilitating your precious children's education. We are confident that we are taking all necessary precautions to protect our Cornerstone children, staff and families. We cherish our role in your children's lives and are so grateful for your trust and confidence.

Thank You,

Bonnie Howland  
Preschool Director