



## COVID Protocol Procedures 2022-2023

The Trinity Preschool Board and staff are hoping you are staying safe and healthy during what seems to be a time of so many unknowns and constant changes. Below you will see some guidance in regards to COVID-19 and operating procedures. These procedures are based on guidelines created by the Center for Disease Control (CDC) and the Virginia Department of Education, as well as the Virginia Department of Health. We ask for your patience as we work through changes and guidance that may take place throughout the school year. With that said, many restrictions/mandates have been lessened or lifted and are now suggestions. We are excited to be able to offer a more “typical” preschool experience for our families this year.

Trinity’s primary goal is to keep our students, staff, and families safe. Even during these “COVID times” our mission is to provide academic, social, and Christian growth in a nurturing environment where children develop a love of learning through fun and meaningful experiences. We looking forward to keeping our school open and our students healthy this school year so we can best fulfill

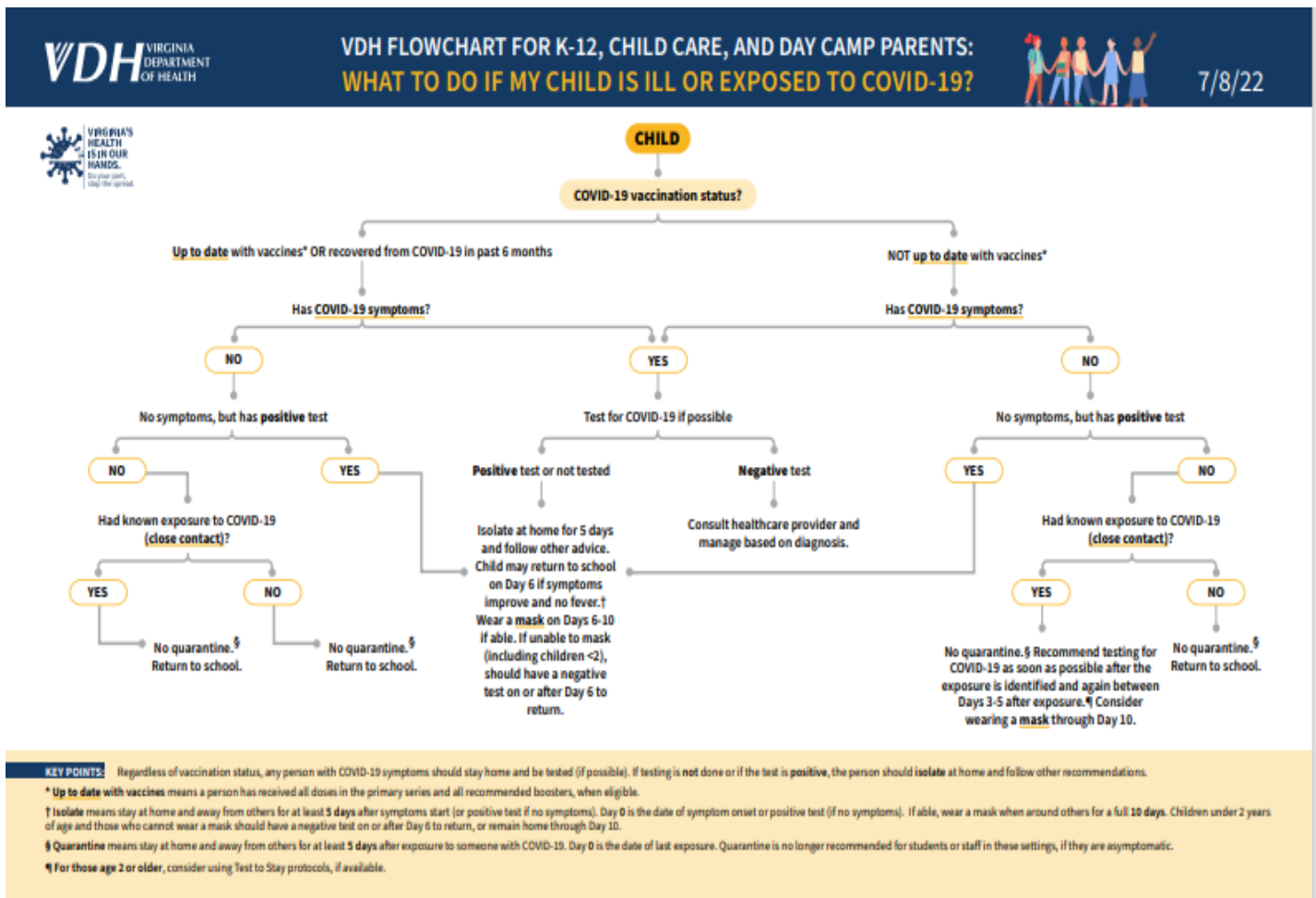
**If any major changes in regard to COVID-19 take place, will update you with any changes to any of the procedures below:**

### Facemasks

**At this time, face masks are optional for all students, staff, and family members** while in the building and during pick-up/drop-off. We do ask that you follow CDC guidance on masking after a quarantine or direct contact exposure. Attached to this protocol is a flowchart to help you know when to stay home, when to return, and when to mask. As masks are not required by law, we will support parent decisions on the appropriateness of masks for their children. The only time we do ask you to consider you/your child to wear mask is when you have a direct known exposure. This comes from the Virginia Department of Health guidance that suggests that a mask is worn for 10 days after a direct exposure (within 6 feet for 15 or more minutes). Last year once the mask mandates were lifted, we had families who chose to no longer have their children wear masks and families who chose to keep wearing masks. We are sensitive to everyone’s needs and decision-making process and are here to provide guidance per the VDOE and CDC recommendations.

WHEN TO... (test, stay home, quarantine, return, mask)

[Here is a flowchart](#) provided by the Virginia Department of Health to help you know what to do if your child is ill or exposed to COVID-19. Quarantine is no longer required. We do ask however, that if your child has symptoms and someone in your immediate family (those in your home) tests positive, that you please consider keeping your child at home for 3-5 days after the exposure, with a negative test. We understand that this is no longer a requirement per VDH but a recommendation. This recommendation is also supported by our Board based on the nature of preschool students and their need for close contact with staff/peers and direct adult assistance with a variety of daily school tasks. Once they return, please consider having your child wear a mask through day 10 of a direct exposure/positive case. Please help us keep our school open by keeping our teachers and students healthy.



**KEY POINTS:** Regardless of vaccination status, any person with COVID-19 symptoms should stay home and be tested (if possible). If testing is not done or if the test is positive, the person should isolate at home and follow other recommendations.

\* **Up to date with vaccines** means a person has received all doses in the primary series and all recommended boosters, when eligible.

† **Isolate** means stay at home and away from others for at least 5 days after symptoms start (or positive test if no symptoms). Day 0 is the date of symptom onset or positive test (if no symptoms). If able, wear a mask when around others for a full 10 days. Children under 2 years of age and those who cannot wear a mask should have a negative test on or after Day 6 to return, or remain home through Day 10.

‡ **Quarantine** means stay at home and away from others for at least 5 days after exposure to someone with COVID-19. Day 0 is the date of last exposure. Quarantine is no longer recommended for students or staff in these settings, if they are asymptomatic.

¶ **For those age 2 or older**, consider using Test to Stay protocols, if available.

Trinity has a limited supply of at-home tests and can provide them to Trinity families as needed. The parent/guardian of child must give the test. Staff cannot administer tests on students. Please contact the school if you need a test.

## **Pick-up/Drop-off**

In order to allow us to thoroughly clean classrooms, cubbies, and bathrooms it is essential for students to be picked up and dropped off at the correct time as stated in the Parent Handbook. Please note that we cannot allow children early entry into the building as staff are completing daily routines to have classrooms cleaned and ready to go for the students.

**Please be in the parent pick-up line no later than the following times:**

**AM Class: 11:55**

**PM Class: 3:25**

## **Daily Health Observation**

**Staff and students** with a temperature of **100°** or higher must stay home. They may return when they have been fever-free for **48** hours and/or have been cleared by a medical provider. If the student was diagnosed with COVID-19 or had a direct exposure, please follow the flow-chart included in this document to know when your student may safely return to school. Remember that if a student has symptoms, they need to **STAY AT HOME**.

Please refer to the questionnaire below to help determine if you child should come to school. If you answer YES to any of those questions, we ask that you refer to the flowchart provided in this document. At this time, we are not requiring an electronic submission of a daily health screening. This could change in the future based on the needs of the preschool. Please do your part in helping our students and staff stay healthy and keeping our school open by keeping sick kids home. A more comprehensive list of symptoms for childhood illnesses can be found in the Parent Handbook.

<b>Daily Screening Questionnaire</b>		
Does your child have any of these symptoms: cough, runny nose, sore throat, chills, shortness of breath, muscle pain, or new loss of taste or smell?	<input type="radio"/> YES	<input type="radio"/> NO
Has your child experienced diarrhea, vomiting, abdominal pain or a severe headache?	<input type="radio"/> YES	<input type="radio"/> NO
Has your child experienced a fever of 100° or higher within the last 24-48 hours? (without medication)	<input type="radio"/> YES	<input type="radio"/> NO
Has your child been in close contact (within 6 feet of an infected person for at least 15 minutes) with anyone who has tested positive for COVID-19 in the past 5 days?	<input type="radio"/> YES	<input type="radio"/> No
Has your child or any family member been tested positive with COVID-19 in the past 5 days?	<input type="radio"/> YES	<input type="radio"/> NO

## **Handwashing**

- Proper and frequent handwashing is one of the main ways to prevent the spread of the virus. Hand sanitizer (alcohol content at least 60%) will also be used if handwashing is not possible.
- Our staff and preschool children will wash/sanitize their hands upon entering the classroom, after using the bathroom, before and after snack, after being on the playground, before leaving for the day, and any other times deemed necessary by the classroom teacher.
- Singing the “Happy Birthday” song (20 seconds) is a creative way to teach your child proper handwashing. Hand sanitizer will be used when necessary as a child enters the building and coming off the playground.

## **Classroom Procedures**

Our class sizes fall well within the VDOE guidelines for children ages 3 and 4 years old (see below\*). We are blessed with spacious, well ventilated classrooms. We have made changes in our classrooms and our preschool instructional practices to help keep children safe. VDOE guidelines are considered “best practice” and we will follow these guidelines to the extent practicable and appropriate. Guidance from the CDC for cleaning and disinfecting can be found [here](#).

- The classrooms have spaced out learning centers.
- Staff wipe down tables and other high touch surfaces after each session (AM/PM).
- Toys will be disinfected a minimum of once a week or as needed per reports of positive cases in the school.

**Trinity will follow the student/staff ratio below based on VDOE standards:**

**3-year classroom will have no more than 12 children and 2 staff members.**

**4-year classroom will have no more than 12 children and 2 staff members.**

## **Snack Time**

- Students will bring a snack in their lunch box and their own preschooler sized water bottle. **(No juice)**
- Staff will wash hands before assisting children with their snacks.
- Staff will wash hands after snack time.
- Students will wash hands/use sanitizer prior to eating snack.
- Students will wash hands after snack.
- Students are not allowed to share snacks.

## **Art/School Supplies**

- As they know their students and classroom routines best, teachers will determine what the best method of organizing and cleaning school and art supplies for their classroom is. They have been provided documents from VDOE and CDC to help guide their decisions.
- If COVID-19 cases become common, we will move to a more detailed schoolwide cleaning/school supply use and cleaning policy (e.g. all students have their own supply box of school supplies).

## **Music**

- Music lessons will be conducted outside as much as possible.
- The music teacher will wipe down instruments between music sessions.
- Children will not use musical instruments such as recorders or other instruments that must be put in the mouth.
- Music programs such as at Christmas and at the end of the year are tentatively scheduled. We are excited to have the opportunity to bring back more programs like musical performances this year.

## **Playground Procedure**

Hand sanitizer or hand washing upon reentering the building.

## **KidFit**

When weather appropriate, Kid Fit will take place outside. During inclement weather, KidFit will be moved inside, but students will remain with their classes and not be blended. For inclement weather, the large Fellowship Hall or Parlor will be utilized if available in order to give students as much space as possible.

## **Cleaning and Disinfecting High-Touch Areas: Classrooms and Bathrooms**

Guidance from the CDC for implementing cleaning plans includes the following for cleaning high-touch surfaces: *“Clean high-touch surfaces at least once a day or as often as determined is necessary. Examples of high-touch surfaces include pens, counters, shopping carts, tables, doorknobs, light switches, handles, stair rails, elevator buttons, desks, keyboards, phones, toilets, faucets, and sinks.”*

We have a variety of measures in place to keep the preschool clean and reduce the spread of germs to keep our staff and students safe.

- Between AM and PM sessions: All high touch areas in the classroom and bathroom will be cleaned with EPA approved cleaning supplies.
- As appropriate, some items will be used only for the morning session and a second set will be available for the afternoon session.
- Teachers will clean tables before and after snack using food-safe cleaning supplies.
- Teachers will clean toys weekly by immersing them in a cleaning solution or sprayed with a disinfectant.
- Toys can also be washed in the dishwasher.
- All dress-up items will be washed by the teacher weekly.
- No stuffed animals will be used for play at this time.
- The church custodian will thoroughly clean the classrooms and bathrooms at the end of each day or every morning prior to student's arrival.

### **Onset of COVID-19 Signs or Symptoms During the Preschool Day**

- If a staff member develops a fever, or any COVID symptoms while at the preschool they will leave the premises as quickly as possible.
- Parents of a feverish, or otherwise symptomatic child, will be contacted by the Director and the child must be picked immediately.
- The student will be isolated and remain in the care of the Director until a parent arrives.
- PLEASE REFER TO THE FLOW CHART at the start of this document to know when your child can return to school and if they should do so with a mask. Please work with the Director to help determine when the appropriate time is for your child to return to school. **NOTE: COVID or not, to return to school, the child is required to have a medical provider's note OR be fever, vomit, and diarrhea free (without medication) for 48 hours.**
- If your child is ill after school hours, notify the Director through email or private text.

### **Staff Member or Student Tests Positive for COVID-19**

#### **CDC guidelines on disinfecting**

- The areas used by the person who is sick will be closed off.
- Staff will open outside doors and windows to increase air circulation in the areas when appropriate.
- Wait up to 24 hours or as long as possible before cleaning and disinfecting to allow respiratory droplets to settle.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.
- If more than 7 days have passed since the person who is sick has been in the preschool, additional cleaning and disinfecting is not necessary.

## **Contacting Families, VDOE, and Virginia Department of Health (VDH)**

As soon as the Director has verified a positive case, families of the affected class will be notified immediately.

- The Director will inform the entire school community that there has been a positive case and if possible which classroom was affected.
- The Director will notify the local health department and the licensing inspector and follow all recommendations if there is confirmation of a positive case of COVID-19.
- The Director will also notify the session of King's Grant Presbyterian Church and the Preschool Board.
- If staff, students, parents, or family members develop COVID-19 symptoms, VDOE recommends that childcare programs follow the guidance of the CDC, VDH, and federal and state officials.
- In the event of a confirmed case of COVID-19, Trinity Preschool may need to close temporarily. This will be determined after consulting local health officials and the Preschool Board. Preschool tuition will not be prorated during a quarantine closure.

**Please help our students and staff stay healthy and keep our school open this year by respecting these guidelines. Thank you for your cooperation, understanding, and patience. Please reach out to Ali Scott, Director of Trinity, if you have any questions ([trinitypreschoolvb@gmail.com](mailto:trinitypreschoolvb@gmail.com)).**