

## **BEPC Preschool COVID-19 Policy & Guidelines**

Please adhere to the following guidelines as BEPC Preschool works diligently to keep our children and staff safe while upholding our commitment to creating a positive and nurturing learning environment for our students. We appreciate your understanding and cooperation as we work together through the COVID-19 pandemic. The Preschool Board meets monthly, or when necessary, to make decisions in regard to rules, regulations and potential closures. We rely on the latest information provided by the NC Department of Health and Human Safety and the Local Health Department to guide our decisions. Thank you!

### **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. People with COVID-19 have reported a wide range of specific and non-specific symptoms of the illness.

People with these symptoms may have COVID-19 (but this list does not include all possible symptoms):

- Fever or chills (body temperature of 100.4F or higher is considered a fever)
- Shortness of breath and difficulty breathing
- New loss of taste or smell
- Congestion or runny nose
- Nausea or vomiting
- New cough
- Fatigue
- Muscle or body aches
- Sore throat
- Headache
- Diarrhea

➤ **A signed doctors note will be required to confirm a positive or negative COVID-19 test to appropriately follow BEPC Preschool COVID-19 Policy & Guidelines.**

➤ **All rules and regulations have been adapted through the guidance of the NC Department of Health and Human Services (NCDHHS).**

➤ **Please understand that this policy and guidelines are subject to change at any time.**

## **Drop-Off/Arrival to Preschool, Pick-Up/End of day Procedure:**

- Before arrival: Parents/Caregivers, please be on the alert for any symptoms of COVID-19 and keep your child/children at home if they show any possible symptoms.
- Take your child's temperature at home before leaving for preschool. If their temperature is above 100.4F, please keep them home.
- Practice the 3 W's- **W**ear a face cover, **W**ait 6 feet apart when dropping your child off, **W**ash your hand using designated hand sanitizer.
- Avoid having family members that are "high at risk" dropping your child/children off and picking them up.

To ensure social distancing during the busy drop off and pick up times, we will have a staggered schedule with designated stations.

### Staggered drop-off procedure:

- **2-year-old class:** please drop your child off at the main preschool entrance between **8:45-9:00am**.
- **3-year-old class:** please drop your child off at the main preschool entrance between **9:05-9:20am**.
- **4-year-old class:** please drop your child off at the Fellowship Hall entrance between **9:00-9:20am**.
  - Please walk your child to meet their teacher at the assigned entrance.
  - Parents/Caregivers will not be allowed in the classroom or allowed to use preschool facility, such as bathrooms or kitchen.
  - The staff member greeting the children at drop off will wear a face cover and gloves.
  - Be prepared to answer health screening questions.
    - If you answer yes to any of the questions your child will not be permitted to stay at the preschool. (Please see attached health screening).
  - Child's temperature will be taken and recorded daily.
    - Temperature of 100.4F or higher will not be permitted to stay at the preschool.
- If you are unable to drop off at assigned time, please wait until 9:30am or later to ensure we practice social distancing and avoid mixing children in the different classes. Thank you!

### End of the preschool day pick-up procedure:

- **2-year-old class: Pick up is 12:45-1:00pm.** Please wait outside the emergency exit of the Fellowship Hall. Once a teacher sees you, we will meet you outside with your child and their belongings.
- **3-year-old class: Pick-up is 12:45-1:00pm.** Please wait outside the main preschool entrance, once a teacher sees you, we will meet you outside with your child and their belongings.
- **4-year-old class: Pick-up is 12:45-1:00pm.** Please wait outside the Fellowship Hall entrance, once a teacher sees you, we will send your child out to you with their belongings.

### **Monitoring for Symptoms at BEPC Preschool**

People with COVID-19 have reported a wide range of specific and non-specific symptoms. Regular screening for symptoms will be completed at the start of every day and monitored throughout the day to reduce exposure. If a child develops symptoms during the day, they will remain isolated under the supervision of an adult and return home safely as soon as possible.

- BEPC Preschool is required to immediately notify our local health department of laboratory-confirmed COVID-19 cases among children and staff.
- If your child is experiencing symptoms, please follow the guidelines below before returning to preschool.
- All COVID-19 test results, negative or positive, should be reported to the Preschool Director so they can follow health department protocol with the preschool.

### **Closures due to COVID-19 Exposure:**

There may be no need to close the preschool if the Local Health Department and BEPC Preschool Board determines that close contacts are excluded, child/teacher ratios are appropriate, and there is sufficient space to continue normal/daily operations. The LHD or BEPC Preschool Board may in some situations determine that closure of the preschool or a classroom is necessary; this will be determined on a case-by-case basis.

- If we receive a positive test of COVID-19 from a child in a class, that classroom will be closed for all students of the specific class, for 48 hours to allow for proper cleaning and sanitizing.

## Preventing Spread in the Preschool Setting

- We will only allow children and staff who are required for daily operations and enrolled in our preschool program inside the classrooms.
- We will restrict teachers to one classroom with one group of children. We will spend most of our days in the classroom or outside and limit the mixing of children/classes as much as possible.
- Snack/lunch tables will be spread out in the King Fellowship Hall.
- We will limit nonessential visitors and activities for now.
- All staff members will wear a face covering during preschool hours.
- Bathrooms, classrooms, and snack/lunch areas will be cleaned/sanitized throughout the day and at the end of EVERY DAY!
- We will incorporate frequent handwashing and sanitation breaks into classroom activity.
- Toys and other items that cannot be easily cleaned will not be used.
- We will allow time in between activities for proper cleaning and disinfection of surfaces between class use (music room, bathrooms, playground).
- If a class has been exposed to a positive tested child, that classroom will be shut down for 48 hours to allow for proper sanitizing of room and supplies.
- BEPC Preschool will only use EPA-Registered cleaning products.
- Linens and towels used in the preschool setting will be replaced every day.
- It is up to each family to use their own judgement on what is best for them. Please be respectful to everyone's health and safety. There will be no tuition refunds if you decide to keep your child at home.
- Please allow for 14-day notice if you decide to withdraw your child's enrollment from BEPC Preschool.

## Suggestions to Keep Everyone Safe & Healthy

- Avoid travelling for overnight stays outside of our area.
- If you decide to travel/go on vacation, keep family at home for 10 days upon your return to watch for symptoms before returning to preschool.
- Practice your W's every day; **W**ait 6 feet away from people, **W**ear a face covering in public areas or where you can't social distance, **W**ash your hand for 20 seconds frequently with warm water and soap.
- If your child is not feeling well and you are unsure of their health, keep them at home to monitor their symptoms.
- Keep your child's spare clothing in a sealed zip-lock bag labeled with their full name in their cubby.
- Sanitize or wash your and your child's hands upon arrival and departure of the preschool every day.

## Returning to BEPC Preschool

### Situation(s) determined by daily health screenings:

- Person has symptoms of COVID-19 and has not been tested OR person has symptoms of COVID-19 and has been diagnosed with or tested positive for COVID-19:
  - Person can return to preschool facility when they can answer **YES to ALL** three questions:
    1. Has it been at least 10 days since symptoms first appeared?
    2. Has it been at least 3 days since the person had a fever (without fever reducing medicine)?
    3. Has it been at least 3 days since the person's symptoms have improved, including cough and shortness of breath?

\*Once the above criteria are met, it is not necessary to provide a negative COVID-19 test in order to return to preschool.
  
- Person has not had symptoms of COVID-19 but has been diagnosed with COVID-19 based on a positive test:
  - Person can return to preschool once:
    1. 10 days has passed since the date of their first positive test.
    2. However, if the person develops symptoms of COVID-19 after their positive test, they must be able to answer **YES to ALL** three questions listed above before returning to preschool.
  
- Person has been excluded because of COVID-19 symptoms but then tests negative for COVID-19:
  - Person can return to preschool once they can answer **YES to BOTH** questions:
    1. Has it been at least 24 hours since the person had a fever without the use of fever reducing medicine?
    2. Has the person felt well for the past 24 hours?
  
- Person has been determined to be in close contact with someone diagnosed with COVID-19:
  - Person can return to the preschool setting after completing at least 14 days of quarantine at home. The purpose of quarantine is to determine if a person who has been exposed to someone with COVID-19 will get infected. They must complete the full 14 days of quarantine even if they test negative. However, if the person tests positive or develops COVID-19 symptoms, return to preschool must follow criteria above.

## **Monthly Tuition and Preschool Fees**

- All BEPC Preschool fees, registration fee and monthly tuition, will remain as stated to maintain preschool fees and staff salaries. No tuition breaks or discounts will be given due to vacation time, illness, or required quarantine or absence due to COVID-19.