



# Woodside Christian Preschool

## Health and Safety Plan

### Reopening Policies Questions and Answers

#### Covid19 Safety Planning Team

Name	Group Represented	Planning Team Role
Sherri Wolf	WCP Director	Lead Coordinator for policies, safety/crisis response
Bruce Jones	Woodside Church Facilities Mgr	Lead Coordinator for Woodside Safety/Bldg policies
Helen Hughes	WCP Office Administrator	Pandemic Safety/Crisis Response
Karen Kownurko	WCP Office Assistant	Pandemic Safety/Crisis Response
Kim Hegner	WCP 5 day 4s	Safety Planning Team
Marti Monagle	WCP 4s Extended Asst. Teacher	Safety Planning Team
Maureen Sauer	WCP 4s Extended Lead Teacher	Safety Planning Team
Katy Revak	WCP 3s Lead Teacher	Safety Planning Team
Patti Weaver	WCP Prek5 Asst. Teacher	Safety Planning Team

### Type of Reopening

- How do you plan to bring students and staff back to physical school buildings, particularly if you still need social distancing in place? [The classrooms and building will be disinfected thoroughly upon reopening. We will put new policies into practice, as listed through these plans, to reinforce mitigation efforts through-out the day.](#)
- How did you engage stakeholders in the type of re-opening your school entity selected? [Our reopening has been discussed with Woodside Church leadership, a return to work survey of all WCP staff, and a group of 9 staff for a Covid19 Safety Planning Team.](#)
- How will you communicate your plan to your local community? [Our reopening plans will be communicated through email and posted on our website.](#)
- Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations? [Significant changes or closures will come at the recommendation of either the DOH, Woodside Elders, or our Covid19 Safety Planning Team.](#)

### Cleaning, Sanitizing, Disinfecting, and Ventilation

- How will you ensure the building is cleaned and ready to safely welcome staff and students? [Woodside Church and Preschool has purchased the Halo-Disinfection Fogger system to ensure a thorough nightly disinfection of all hard surfaces in the](#)

building. All hard floors were cleaned in the summer. All toys and classrooms have been thoroughly cleaned prior to reopening. Items that cannot be cleaned have been removed from the classroom.

- How will you procure adequate disinfection supplies meeting OSHA and CDC requirements for COVID-19? We have OSHA and CDC required supplies for cleaning through our Woodside Facilities Manager. Our office assistant will monitor our supplies regularly and restock as needed. We have an additional supply of masks and gloves available.
- How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety? Cleaning and sanitation procedures will be done throughout the day (high traffic areas – like bathroom knobs, bathroom door handles, and table tops). Disinfection will happen each night for the preschool wing and after use of the playground equipment by each class. Rooms where windows can be opened, will be encouraged to keep open as weather permits. The building AC fans will be running continuously throughout the day.
- What protocols will you put in place to clean and disinfect throughout an individual school day? All high traffic surfaces will be wiped with disinfectant solution prior to the start of the day and after each class is concluded. Any items (toys) that need to be hand washed will be done at the end of the day.
- Which stakeholders will be trained on cleaning, sanitizing, disinfecting, and ventilation protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured? Training will take place prior to school opening on scheduled teacher work days in early September.

## Social Distancing and Other Safety Protocols

- How will classrooms/learning spaces be organized to mitigate spread? Limited class sized to 12 for all rooms. Added additional tables to each room for spacing of children at tables. Rooms will be rearranged to help with distancing while children are located on the floors. Children will be assigned their own seat at a table. Separate plays areas will be marked on the floor with tape. Teachers will be encouraged to use the sanctuary, youth room, computer room, and outdoor space for portions of their day with the knowledge of the Director.
- How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day? Each class will be self-contained, with no mixing of classes through the day. Afternoon enrichment classes will be canceled for the year. Programs that normally would have socializing with other classes will be modified for individual classes only.
- What policies and procedures will govern use of other communal spaces within the school building? The outside playground will be disinfected after each class - prior to any new class using the equipment. Any items that are used for Jump for Joy will be wiped with appropriate disinfectant before a new class would use those items.

- How will you utilize outdoor space to help meet social distancing needs? With weather permitting, classes can utilize outside grassy areas and blacktop spaces for reading time, snack time, or other activities as appropriate.
- What hygiene routines will be implemented throughout the school day? Students will have their hands sanitized upon entrance into the Vineyard at arrival, students will wash their hands daily before snack or lunch. Students will use hand sanitizer after leaving the playground. Teachers will also assist students with hand washing after using the restroom. Hand sanitizer will be available in each classroom to be used after snack (or lunch), and as needed - yet out of reach from children.
- How will you adjust student transportation to meet social distancing requirements? Our modified arrival and dismissal plans will involve a drive-by drop off and drive-by pick-up. Two entrances to the building will be used to provide adequate space for students to enter in smaller portions. Parents will not be allowed to bring their student into the building at the start of class. The details of each class's entrance location will be communicated prior to opening. No groups will congregate in the halls together. Dismissal will run in the same fashion by meeting in a designated area for pick-up with classes grouped as a unit but separated in distance from other classes. Once a parent has arrived at the pick-up location, students will be dismissed one at a time. Teachers will not be permitted to buckle a child into a safety seat. Parents can refer to the Parent Handbook for specific drop-off and pick-up guidelines.
- What visitor and volunteer policies will you implement to mitigate spread? Visitors will not be allowed for any other reason than to pick-up a child early, or drop-off a child late. Anyone entering the Preschool hallway must be buzzed in, will have their temperature checked, and will then be allowed to stand in the hallway while their child is brought from class to meet them. Bucks County IU services will not be allowed into the classrooms.
- Will any of these social distancing and other safety protocols differ based on age and/or grade ranges? No
- Which stakeholders will be trained on social distancing and other safety protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured? All WCP staff and substitutes will be trained on these policies during teacher work days in September. Staff will have a practice session of our arrival and dismissal plans.

## Monitoring Student and Staff Health

- How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness? All staff and families will sign a Covid19 Acknowledgment Waiver stating they understand the risks, will abide by the policies, and will not be present if they are experiencing any symptoms of illness. Staff and students will have their temperature taken upon entrance into the building.
- Where, to whom, when, and how frequently will the monitoring take place (e.g. parent or child report from home or upon arrival to school)? Parents will monitor their children at home. Staff will monitor themselves. Students and staff will have their temperature taken at the start of each day and symptoms will be monitored during the day.

- What is the policy for quarantine or isolation if a staff, student, or other member of the school community becomes ill or has been exposed to an individual confirmed positive for COVID-19? *If a student becomes ill while at school, he or she will be escorted outside if weather permits (to the front entrance) or to the music room where a screened quarantine area will be available until a parent arrives to pick them up. If a staff member becomes ill while at school, she will leave the building. If the staff member is too ill to drive home, they will wait outside if the weather permits or wait in the music room inside the screened area until someone is able to come and pick her up. Anyone who has knowledge of being exposed to a person who is expected to be Covid19 positive must remain at home.*
- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students? *The Director of Woodside Christian Preschool and/or the office staff (who are participants of the Covid19 Planning Team).*
- What conditions will a staff or student confirmed to have COVID-19 need to meet to safely return to school? How will you accommodate staff who are unable to uncomfortable to return?

### **Unconfirmed symptoms/illness:**

- ✓ At least 2 days have passed since recovery, with no fever for a minimum of 48 hours. Staff and students must have no abnormal temperature for 48 hours without the use of any fever-reducing medicines (aspirin, acetaminophen, or ibuprofen).
- ✓ Their respiratory symptoms have improved.

### **Confirmed COVID-19 with no illness:**

- ✓ After at least 10 days have passed since the date of their first positive COVID-19 test, and they have not become ill.
- ✓ They have a Doctor's note allowing their return to school.
- ✓ For an additional 3 days after they end isolation, they continue to limit contact (stay 6 feet away) with others.

### **Confirmed COVID-19 with illness not requiring hospitalization:**

- ✓ At least 3 days have passed since their recovery, with no abnormal fever for a minimum of 72 hours. Staff and students must have no fever for 72 hours without the use of any fever-reducing medicines (aspirin, acetaminophen, or ibuprofen).
- ✓ Respiratory symptoms have improved.
- ✓ No continuing illness: the staff member or student exhibits no symptoms of COVID-19.
- ✓ The staff member or student has had *2 confirmed negative COVID-19 tests*, administered by a medical professional and spaced at least 24 hours apart.

### **Confirmed COVID-19 with illness requiring hospitalization:**

- ✓ CDC recommends *rigorous testing* before returning these staff members or students to the facility since they may experience longer periods of viral detection compared to those with mild or moderate symptoms.

- How will you accommodate staff or students who are unable or uncomfortable to return? *It will be up to each staff member to decide if they desire to return to work once they meet the requirements listed above. We do not offer sick paid time off. Substitutes will be arranged until the staff member is comfortable returning. Students who are unable to*

return will have the choice to withdraw. Teachers will communicate frequently with a missing student regarding materials or lessons they may do from home.

- When and how will families be notified of confirmed staff or student illness or exposure and resulting changes to the local Health and Safety Plan? Parents will be notified through by email.
- Which stakeholders will be trained on protocols for monitoring student and staff health? When and how will the training be provided? How will preparedness to implement as a result of the training be measured? All staff will be trained during our work day meetings in September. Our preparedness will be evaluated and discussed through our Covid19 Planning Team.

## Other Considerations for Students and Staff

- What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students? We will follow all updated Pennsylvania Dept. of Health guidelines. Staff and children over the age of 2 are required to wear a mask/shield. Masks may be removed outdoors when the children and staff are able to maintain a distance of 6 feet. Mask “breaks” will be planned as much as feasible.
- What special protocols will you implement to protect students and staff at higher risk for severe illness? Those students and staff that are at higher risk have the option to not participate. All participation is voluntary and each person will be made aware of all health guidelines.
- How will you ensure enough substitute teachers are prepared in the event of staff illness? We hope to secure substitutes from our Woodside Church members and our office staff will also be available to fill in as needed.
- How will you ensure a continuity of educational opportunities for students? If WCP should be closed for an extended period of time (more than 2 weeks), it is our plan to offer virtual sessions and at home packets for those families who choose to continue with their revised tuition for such services. A temporary closure (perhaps 2 weeks or less) may not have virtual services available and tuition will remain the same for the month.