

Hamilton Mill United Methodist Church

Mother's Morning Out & Preschool

COVID-19 Preparedness & Response Plan

In response to the COVID-19 pandemic and to protect our students, staff, families and community, Hamilton Mill United Methodist Church (HMUMC) Mother's Morning Out (MMO) & Preschool weekday school programs have implemented the following COVID-19 definitions, policies, and procedures. **This document is a living document and subject to change based on current conditions and updated recommendations provided by the CDC, Georgia Department of Public Health, Georgia Department of Early Care and Learning (DECAL) /Bright From the Start, and HMUMC Health Advisory Team.**

- **TIPS FOR PARENTS** – You will find this marker throughout this document to indicate additional tips for parents/caregivers. We hope these additional tips will be helpful as we all navigate this pandemic.

DEFINITIONS

COVID-19 Symptoms

The following symptoms may be associated with Covid-19:

- Fever (100.4 or higher) or feeling feverish (chills, sweating)
- New cough
- Shortness of breath or difficulty breathing
- Sore throat
- Muscle aches or body aches
- Vomiting or diarrhea
- New loss of taste or smell
- Headache
- Congestion or runny nose

- Children can be infected with the virus that causes COVID-19 and can get sick. Most children with COVID-19 have mild symptoms or they may have no symptoms at all (“asymptomatic”). Fewer children have been sick with COVID-19 compared to adults. However, children with certain underlying medical conditions and infants (less than 1 year old) might be at increased risk for severe illness from COVID-19. Some children have developed a rare but serious disease that is linked to COVID-19 called multisystem inflammatory syndrome (MIS-C).
<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/children/symptoms.html>

Direct Exposure/Close Contact

Any individual who has been within six (6) feet for a cumulative total of fifteen (15) minutes or more over a 24-hour period, with or without a mask, of someone who is confirmed COVID-19 positive or experiencing COVID-19 symptoms.

POLICIES

Social Distancing and Personal Activities

Social distancing should be practiced in combination with other everyday preventive actions to reduce the spread of COVID-19, including wearing masks, avoiding touching your face with unwashed hands, and frequently washing your hands with soap and water for at least 20 seconds. Please do not attend any in-person activity on the HMUMC campus if you have not practiced safe social distancing.

- Wash hands with warm, soapy water while singing the *Happy Birthday* song, especially after going to the bathroom, before and after eating, and after blowing your nose, sneezing, or coughing. Use hand sanitizer with 60% alcohol as a substitute for soap and water when needed.
- Keep your child home if they are sick with any illness. Contact your doctor to discuss your child's symptoms.
- Communicate any absences to the MMO or Preschool office and/or your child's teacher.
- Be prepared with a backup plan for childcare if our school must close your child's classroom or the entire school due to positive COVID-19 exposure. Talk to your employer or make alternate childcare arrangements ahead of time.
- This health emergency changes rapidly. Stay informed and up-to-date with these resources: <https://www.cdc.gov/coronavirus/2019-ncov/index.html> & <http://www.dec.ga.gov/BFTS/Covid19.aspx>
- Take care of yourself and your mental health so that you can continue to care for your family in a positive way. Spend a few moments each day engaged in self-care activities like reading, prayer, and a walk outside.
- The CDC offers additional parent resources at <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/parental-resource-kit/early-childhood.html>

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Drop-off/Arrival and Departure

Our new routines for drop-off/arrival are designed to ensure our school stays healthy and safe. To help prevent the virus from entering the school, parents/caregivers will not be able to walk children to class.

- **ALL children MUST be dropped off in the carpool lane.**
- MMO and Preschool will have separate designated carpool areas.
- Upon arrival, MMO & Preschool staff will conduct a health screening that includes asking COVID-19 screening questions and taking the temperature of each child before they exit the car.
- Staff will walk children directly to their class and sanitize their hands before assisting the next child.
- Any child arriving after carpool must be walked in through the church entrance by the flagpole located to the far righthand side of the building as you face the church. Staff will complete the same health screening in the lobby and escort the child directly to class.
- **ALL children MUST be picked up in the carpool lane at the end of the day.**

Precautions to Prevent the Virus from Entering the School

All necessary precautions will be taken to prevent the COVID-19 virus from entering the MMO & Preschool area of the church.

- Only MMO & Preschool staff and children will be permitted entry to the school.
- No unnecessary visitors, parents/caregivers, or other church staff will be allowed on the MMO/Preschool floor during school hours.
- Drop-off and pick-up for all children will be through the designated MMO or Preschool carpool areas.
- Health screenings will be conducted for ALL staff and children upon arrival each day.
- Should you need to come late or leave early, check-in/check-out will be conducted in the lobby inside the church entrance by the flagpole located to the far righthand side of the building as you face the church.

COVID-19 Screening Questions

Anyone showing symptoms of COVID-19 or who may have been exposed to COVID-19 should not visit the HMUMC campus. These questions will be asked each day upon arrival to school as part of the daily health screening. Guidance on next steps, based on the answers to each question, are provided for your reference.

1. Have any of the children you are dropping off had close contact (within 6 feet for at least 15 minutes) in the last 14 days with someone diagnosed with COVID-19 **OR** has any health department or health care provider been in contact with you and advised you to quarantine?
 - YES > The child should not be at school. The child can return 14 days after the last time he/she had close contact with someone with COVID-19.
 - NO > The child can be at school if the child is not experiencing symptoms.

2. Do any of the children you are dropping off have any one or more of these symptoms today or within the past 24 hours, which is new or not explained by another reason?
 - Fever (100.4 or higher) or feeling feverish (chills, sweating)
 - New cough
 - Shortness of breath or difficulty breathing
 - Sore throat
 - Muscle aches or body aches
 - Vomiting or diarrhea
 - New loss of taste or smell

If a child has any of these symptoms, they should go home, stay away from other people, and the parent(s)/caregiver(s) should call the child's health care provider.

3. Since they were last at school, have any of the children you are dropping off been diagnosed with COVID-19?

If the answer to question 3 above is YES, a child can return to school when parent(s)/caregiver(s) can ensure that they can answer **YES** to **ALL** three questions:

- Has it been at least 10 days since the child first had symptoms? **AND**
- Has it been at least 24 hours since the child had a fever (without using fever reducing medicine)? **AND**
- Has it been at least 24 hours since the child's symptoms have improved, including cough and shortness of breath?

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Exposure & Return to School

The following return-to-school conditions apply for any child or staff member who suspects that they have been directly exposed.

Person does not get tested for COVID-19

- At least 14 days from last exposure **AND** has no symptoms

Person gets a negative COVID-19 test result (day 10 from exposure is best day to test*)

- At least 14 days from last exposure **AND** has no symptoms

Asymptomatic person with laboratory-confirmed COVID-19

- At least 10 days have passed since the positive laboratory test **AND** the person remains asymptomatic

Symptomatic person with laboratory-confirmed COVID-19

- At least 10 days have passed since symptoms first appeared if mild or moderate illness **OR**
- At least 20 days have passed since symptoms first appeared for severe to critical illness (hospitalization)

AND

- At least 24 hours have passed since last fever without the use of fever-reducing medications
- Symptoms (e.g. cough, shortness of breath) have improved

**At the recommendation of the District Health Director of Gwinnett, Newton & Rockdale counties, if there is suspected exposure a fourteen (14) day quarantine is recommended. If the exposed person has no symptoms, Day 10 from the suspected date of exposure is the best day to get a test. A test administered within the first 10 days of exposure is most likely to be negative as the virus needs time to develop.*

Preventing the Spread Within the School Environment

CLASSROOM

Social distancing can decrease the spread of COVID-19. When possible, every effort will be made to not mix groupings of children.

- Class sizes will be limited per state of Georgia guidelines (DECAL).
- Each class will have their own designated classroom.
- Classrooms will include the same children every day. Staff will be consistent from classroom to classroom, except for staff absence that results in the need for a substitute.
- 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, children will use individual containers and items used will be disinfected in between use.
- Classrooms will maintain designated bins for separating mouthed toys. These toys will be cleaned and sanitized before next use.
- No washable cloth toys will be available for play during the COVID-19 pandemic.

PLAYGROUND

- Playground times will be staggered to ensure only one class is utilizing the playground at any given time.
- Staff and children will wash their hands immediately after outdoor play.
- Routine cleaning of outdoor play equipment will be performed throughout the day.

FOOD PREPARATION

- Lunch and snacks will be served in individual classrooms.
- Children will be spread out as much as possible within their classrooms during mealtimes.
- Staff will wear gloves when helping children open items for snack or lunch.
- Children will bring all food items for lunch or snack from home and will not share with other children.
- Holiday or birthday treats sent for the class must be individually wrapped/packaged for each child. No homemade treats can be accepted. Please coordinate class treats with the teacher.

- Snack ideas: prepackaged goldfish, cookies, crackers, Oreos, fruit snacks

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CLEANING and HYGIENE

The virus that causes COVID-19 spreads primarily in the same way that the flu and other respiratory diseases spread, through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Spread is more likely when people are in close contact with one another (within about 6 feet). Knowing how COVID-19 spreads directs infection control recommendations to prevent illness. We will continue to follow best practices for cleaning and hygiene throughout the entire school.

- Children will be reminded not to touch their eyes, nose, and mouth.
- Proper hand washing 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
- Hand sanitizer with 60% alcohol may be used in lieu of handwashing as needed.
- All high-touch surfaces and objects frequently touched will be sanitized regularly throughout the day. This includes, but is not limited to learning materials, playground structures, light switches, and door handles.
- Classrooms and bathrooms will be cleaned and disinfected by staff throughout the school day. A professional cleaning company will clean and sanitize the entire school at the end of each day.

MASKS or FACE COVERINGS are required at all times on the HMUMC campus. Staff will wear masks the entire school day. Preschool-age children are not required to wear masks at school. If you choose to have your child wear a mask, they must keep it on the entire day so that it does not become a distraction.

VISITORS to the SCHOOL

- Only children and staff who are required for daily operations are allowed inside the building and classrooms. All persons that enter the MMO and Preschool floor must be screened.
- All tours of the school for prospective children and their families will be given virtually when possible. If in-person tours are necessary, they will be conducted outside of normal school hours when children and staff are not present.

PROCEDURES

Monitoring for Clinical Signs and Symptoms

Conducting regular screenings for symptoms and ongoing self-monitoring throughout the day can help reduce exposure.

- Staff are encouraged to self-monitor for symptoms such as fever, cough, or shortness of breath throughout the day.
- Staff will remain vigilant throughout the day and monitor children for symptoms. If a child develops symptoms, their parent/guardian will be notified immediately. A room in the school has been designated for safe isolation with a staff member until a parent/caregiver can pick up the child.

DAILY SYMPTOM SCREENINGS will be conducted for any person entering the school, including children, staff, and essential visitors.

- Individuals waiting to be screened must stand six feet apart from each other.
- The staff person taking temperatures must wear a cloth face covering and stay six feet apart unless taking temperature.
- Screenings will include temperature checks using a touchless thermometer. Fever is determined by a measured temperature of ≥ 100.4 F.
- Staff must sanitize hands before touching the thermometer.
- Staff must wear gloves and change between direct contact with individuals and must sanitize hands after removing gloves.

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Notification of Potential Exposure

Any suspected exposure should be immediately reported to the church COVID contact, Barbie Marrero at barbie.marrero@hmumc.org or (770)271-8855 x104.

- Specific Preschool contact: Preschool Director, Jennifer Markham, at Jennifer.markham@hmumc.org or 770-271-2783
- Specific Mother's Morning Out Contact: MMO Director, Dana Terry, at dana.terry@hmumc.org or 770-271-8855 ext. 302

Contact Identification

HMUMC will assist local health department officials with any request to conduct contact tracing for COVID-19 exposure while maintaining confidentiality as required by the Americans with Disabilities Act (ADA).

The HMUMC MMO and Preschool will keep a daily log of staff and children who a) did not attend the facility due to COVID-19-related illness or b) were sent home due to displaying COVID-19 symptoms. This log will aid reporting requirements of the local health department for contact tracing.

Handling Probable **OR** Confirmed Positive Cases of COVID-19

Immediate action will be taken upon being notified of a probable or confirmed COVID-19 case in the MMO or Preschool weekday school programs.

When a child or staff member tests positive for COVID-19 and has exposed others at the school:

OR

When a child or staff member has clinical signs or symptoms (but no laboratory test) AND has had direct contact with a confirmed COVID-19 case and has exposed others at the school:

1. They will be excluded throughout their isolation period. Any household members (siblings, etc.) will also be excluded during their quarantine period.
2. If a child or staff member was contagious while in the school [two (2) days before the onset of symptoms or two (2) days before the test specimen was collected (if no symptoms)], the school will:
 - i. identify all close contacts
 - ii. temporarily close all areas the person was in while contagious until cleaning is done
3. Identification of close contacts:
 - i. Anyone in the same classroom including staff and other children
 - ii. Any individuals, outside of the classroom, with whom the case spent fifteen minutes or more within 6 ft
 - iii. Any staff members who did not observe proper social distancing with the case will be considered close contacts (regardless of whether a mask was worn or not).
 - iv. All close contacts must be excluded from the facility until fourteen days after last contact with case (usually last day the case attended). If a close contact becomes ill and is diagnosed with COVID-19, they must remain excluded for their isolation period.
4. Notification will be sent to the parents of close contacts informing them of exposure and when their child can return to school.

Note: The entire facility does not need to be closed when a positive case or positive probable case is identified. The affected classroom and certain areas of the building may need to close temporarily while staff and children quarantine for 14 days and while proper cleaning and disinfecting is taking place. However, if the childcare facility is unsure of who is a close contact, it may be necessary to close for a few days while close contacts are identified.

5. Close off areas used by a sick person and do not use before cleaning and disinfection. If possible, wait 24 hours before you clean and disinfect. Ensure safe and correct application of disinfectants and keep disinfectant products away from children.