



Derry Presbyterian Church, 248 East Derry Road, Hershey, PA 17033
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COVID-19 Plan and Procedures

Addendum to Parent Handbook and Policies and DDD Emergency Plan

As of 8-19-2020

(Plan is subject to change as guidance on response to pandemic develops)

This document will serve as the policy and procedures plan to be put in place during the COVID-19 pandemic. All policies and procedures are drawn from information and guidance from the Center for Disease Control (CDC), PA Department of Health, and PA Office of Child Development and Early Learning (OCDEL). More information on these specific COVID-19 guidelines can be found on the respective organization websites.

DDD will follow these procedures and guidelines as advised by the organizations mentioned above until such time as the pandemic concerns are lifted. If necessary, these policies and guidelines will be updated through the 2020-21 school year. This document supersedes any previous Parent Handbook, illness policy, or emergency plan documents.

GENERAL POLICIES

Face Coverings

Individuals 2 years old and older are required to wear a face covering (mask or face shield) per the Order of the Secretary of the Pennsylvania Department of Health for Universal Face Coverings. Therefore, all DDD Students and Staff will be required to wear face coverings while at school.

Per this order, a face covering means a covering of the nose and mouth that is secured to the head with ties, straps or loops over the ears or is wrapped around the lower face. For purposes of this order a face covering includes a plastic face shield that covers the nose and mouth. Face coverings may be factory made, sewn by hand or may be improvised from household items such as scarves and bandanas.

We will be enforcing this order at Derry Discovery Days. Any children who are not able to wear a face covering can either choose to withdraw from the program or keep paying tuition to hold their spot until they are comfortable with this order. At which time they may then resume the program. If you would like more information about the order please visit <https://www.health.pa.gov/topics/disease/coronavirus/Pages/Guidance/Universal-Masking-FAQ.aspx>

Social Distancing

Each class will stay with their fellow classmates and their teachers for the duration of the time at preschool. Each classroom will be assigned their own bathroom to minimize exposure to other classrooms of children. In addition, we will be having more preschool time outside in our playground but classes will still not be mixed and equipment will be sanitized prior to the next class playing.

No special classes will be offered such as Lunch Bunch and Enrichment until the threat of Covid 19 in our area lessens. Gym time, Zumba, Soccer Shots and Dance classes will not take place in the Fellowship Hall until further notice.

Health Screening

Parents will need to complete the Health Questionnaire on the Engage app each morning. Upon drop-off, each student's temperature will also be taken by a staff member using contact free thermometers. Students with a temperature of 100.4 F will not be admitted and will follow the school procedures for illness in regard to returning to school.

Students who have been given Tylenol or Advil within 24 hours of start of school will not be admitted per our Fever Free for 24 hours policy.

Staff will be screened by the Director for symptoms and temperature checked daily when reporting to work.

Signs of Illness

Students with any visible signs of illness including coughing, nasal discharge, etc will be asked to stay home for the day. We also encourage any student who is coming from a household where someone is sick to please stay home. When in doubt, keep your child home. We do understand that some children have seasonal allergies. Unfortunately, because there is no way to know for sure that symptoms are allergies and not something more, there will be no exceptions for visible signs of illness stated above. **Please keep in mind that DDD is an enrichment program and not mandatory schooling.**

Handwashing Procedures

Students will be required to wash hands for 20 seconds with soap and warm water upon entering the building at the start of the day, after toileting or touching face, after instructional/playtime and before eating snack.

Limiting Sharing of Material

Teachers will provide individual pencil boxes for each child containing markers, paint brushes, scissors and glue sticks for arts and crafts projects so that these items are not shared between students.

Sanitizing

DDD will intensify our already strict cleaning and disinfection efforts. Staff will continue to routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys and games. This will also include cleaning objects/surfaces such as doorknobs, light switches, classroom sink handles, countertops, tables, chairs, cubbies, and playground structures. Toys that cannot be cleaned and sanitized will not be used. Derry Church will increase the frequency of cleaning at night by paid janitorial company.

DROP OFF/PICK UP PROCEDURES

In order to limit the number of visitors inside the building, all student drop offs will take place at the door of the lower lobby area (entrance by the playground). Parents/caregivers will not be allowed inside of the building. We strongly encourage the same adult to conduct drop off and pick up each day.

- Families will line up socially distanced and be greeted by a masked staff member each morning. Parents will be required to wear face masks when arriving at school and interacting with staff.
- Parents will check their students into school electronically via a new Engage App which works with our existing Procure software. Parents will also use the app to sign off on daily COVID-19 procedures and contracts. More information will come on using the Engage App and all it has to offer.
- In order to alleviate congestion at this entrance, we will implement a staggered drop-off schedule:
 - Morning Butterfly 4-5's Class: 8:45 to 9AM
 - Busy Bee 3's Class: 9 to 9:15AM
 - Afternoon Butterfly Class: 12:30PM
- After entering, staff will supervise children at a hand washing station upon entering the building. Staff will then escort children to their classroom.
- A staggered pick-up time will also be implemented. Staff members will walk students to the lobby door and release to parent/caregiver. Mask will be required for parents to pick their child up at the door for dismissal.
 - Butterfly Class: 11:15 to 11:30AM
 - Busy Bee Class: 11:30 to 11:45AM

Unless you have given 24 hours or more notice TO THE DIRECTOR VIA EMAIL OR ENGAGE APP that your child will be late, your child will NOT be admitted for that day of class due to the required procedures for entrance to school each day.

ADDITIONAL CLASSROOM POLICIES

Tuition

If DDD would need to close for a period of 2 weeks due to a positive case in the school, tuition will NOT be refunded. If DDD would need to close for a period of time longer than 2 weeks, tuition WILL be refunded.

If DDD closes for 2 weeks, due to COVID-19, teachers will be providing families with packets of material to continue the lessons/learning at home.

Snack

DDD will be providing snacks to the students this year. Parents will not be asked to supply snack until further notice. Each day, students will receive a salted snack (goldfish crackers, pretzels) along with a fruit (applesauce, mandarin orange) and/or dairy item (yogurt/cheese stick). Students with severe allergies will be asked to provide their own snack.

Backpacks

In an effort to minimize what leaves school and returns, backpacks will not be used at the beginning of the school year. At the end of the week, teachers will send home any artwork or important paperwork via large ziploc bags.

Change of Clothes

In the event of any potty accidents, please supply a change of clothes for your child that will be kept at school for each season of the school year. Be sure to include underwear and socks. We will let you know when we need to update clothing knowing that the children are growing fast. Be sure to include underwear and socks. **They will be stored in the classroom this year rather than coming back and forth in the children's backpacks.** We also ask that one additional face masks be provided with the child's extra change of clothes. DDD will also have disposable child sized masks on hand if original masks become soiled but these will only be used after the masks brought from home. Additionally we will have lanyards with each child's name available to clip to the mask that will be left in their cubbies and sanitized daily. This will help them keep track of their mask and keep it from hitting the floor.

EXPOSURE/CASES OF COVID-19 IN DDD STAFF OR ENROLLED FAMILIES

What happens if there is a confirmed case of COVID-19 at DDD?

Any positive case of COVID--19 of a student/staff or in a student/staff's household should be reported to the Director immediately.

- The Director will notify families immediately of the positive case.
- The Director will contact the Department of Health immediately.
- The facility will close for a period of 14 days following the confirmed positive COVID-19 case of student or staff member in attendance.
- The facility will be cleaned and disinfected properly prior to resuming classes.

What happens if a student or staff member is exposed to a person with COVID-19?

- Exposure is defined as: A) Being within 6 feet of someone for at least 15 minutes who has COVID-19 OR B) Coming into contact with sneezes, coughs, or respiratory droplets of the infected individual.
- If a staff member, household member or a child is exposed to an individual who tests positive for COVID-19, it is strongly recommended that they self quarantine for a period of 14 days based on CDC guidance and will not be permitted to attend DDD until after this period of quarantine.

When can COVID-19 quarantine be discontinued for persons exposed to COVID-19?

There are different strategies for discontinuing home isolation. DDD will be following the symptom based (time since illness onset and time since recovery strategy) strategy for students or staff who are exposed.

Symptom Based Strategy - Individuals who test positive for COVID-19 and have symptoms may discontinue isolation under the following conditions:

- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement of respiratory symptoms (cough, shortness of breath) **AND**
- At least 10 days have passed since symptoms first appeared

What if students/staff test positive but are asymptomatic?

- Students/staff with confirmed COVID-19 test who have not had symptoms must be quarantined for 10 days from the date of their test before returning to DDD assuming that they have not had subsequently developed symptoms since their positive test.
- Students/Staff with Confirmed COVID-19 who have not had symptoms may discontinue home isolation after Negative COVID-19 test results from at least two consecutive respiratory specimens collected 24 or more hours apart.

What if a church staff member or other person who has been to the church tests positive?

- Parents will be informed if anyone who has entered the church building tests positive for COVID-19. The church will provide appropriate additional cleaning and sanitation measures for the impacted areas (not likely to be direct exposure to the children).

What if a member of our family has been around someone who tested positive but my child has not been exposed to this person. Can I send them to school?

- This is considered second degree contact. Second degree contacts are people who spend time around someone who had direct contact or are once removed from a direct contact. They do not need to isolate or quarantine. If your family member subsequently tests positive, then all family members should isolate and be tested.

What if a family member has symptoms of COVID-19 and is awaiting test results. Can I send my child to school?

- While waiting for test results, household contacts should stay at home even if there are no symptoms of COVID-19. If the test results come back positive, all household contacts should quarantine themselves for 14 days and monitor for COVID symptoms.

Please understand that we are in unprecedented times. If for some reason the COVID-19 outbreak impacts a large percentage of our staff we may at times need to cancel classes for the safety of our staff and students. We do employ several substitutes teachers but we would like you to be aware of this possibility. We will try to give you as much notice as possible if a class needs to be canceled.