

## **Campus Preparation Guidelines from Respected Sources**

In developing WSYC's proposed reopening plan, we have consulted the following individuals and sources for guidance, to ensure we were developing guidelines that align with experts. The guidelines are continually evolving as the experts learn more about COVID-19, how it is transmitted, and how we can best protect ourselves and our students and their families from the virus.

[Centers for Disease Control](#) The federal government's authority on COVID-19.

[North Carolina Department of Health and Human Services](#) The state's authority on COVID-19.

[Durham County Department of Public Health](#) The county's authority on COVID-19.

[NC Strong School K-12](#)

[American Academy of Pediatrics](#) From the American Academy of Pediatrics (summary)

Schools under DOPA (Durham & Orange County Preschool Association)

Westminster Presbyterian Church

Andrea Dunk, MD

# Campus Safety Cleaning & Keeping the Environment Safe

## Definition of Cleaning Terms

- **Cleaning:** means to loosen and remove grime, dirt, and germs from surfaces and does not necessarily kill germs, but by reducing them, lowers the risk of spreading infection.
- **Sanitizing:** cleaning using chemicals that lower the number of germs on surfaces or objects to a safer level, generally using FDA-approved chemicals that are less toxic.
- **Disinfecting:** using EPA registered chemicals to kill germs on surfaces or objects. This process doesn't necessarily clean dirty surfaces or remove germs, but by killing germs on surfaces after cleaning, it can further lower the risk of spreading infection.

## Daily Cleaning

Corvus, our cleaning company, will clean 5 days a week after the school day. They use a hospital-grade disinfectant for all of their cleaning, and each visit to campus involves disinfecting all high-touch surfaces, including light switches and door handles. Corvus cleaning employees will be required to sign a cleaning checklist at the end of each day to indicate that they have met all cleaning standards. Kathy will keep the daily checklists on record.

## Classroom Cleaning During the School Day

- Teachers will regularly sanitize surfaces and hard toys throughout the school day.
- Classroom bathrooms will be wiped down with a disinfectant product after use. There will be a schedule for use of shared classroom bathrooms, understanding that bathroom needs will be met when needed.
- Daily cleaning checklists will be signed by each classroom teacher and will remain on record with Kathy.
- The staff bathroom will be cleaned with disinfectant wipe on all touched areas in the bathroom after each use. (to include the light switch, door knob, sink handle, toilet seat and flusher)
- Communal areas, such as the fellowship hall, playground, staff workroom and designated outdoor gathering spaces will be outfitted with a cleaning station that includes disinfectant, paper towels, hand sanitizer, and instructions for how to best disinfect the area. Teachers are required to disinfect the area after each use.

## Cleaning Procedure for COVID-Positive Exposure

Should we find out someone was on campus that was later diagnosed with COVID-19, or is exhibiting symptoms consistent with the virus, and we want to shut down the area to have it deep-cleaned, the cost is 10 cents per square foot of the area being cleaned. So if it's a 5000 square foot room, that would be \$500 for them to do a deep disinfecting clean. It should only take one day (or night) if it's not a huge area.

If a staff member or student who has been in the school or on campus is suspected or confirmed to have a COVID-19 infection, we will immediately seek to close that portion of the church campus visited by the individual or the entire church campus until it can be professionally cleaned and disinfected.

If someone says they feel sick while at Westminster School for Young Children (WSYC):

1. The director of the school, will immediately notify all other staff members on site and begin isolation procedures:
  - The Godly Play Room will be the space to separate someone who may become sick and may not be able to leave immediately
  - The bathroom nearest to the Godly Play Room will be the bathroom available for those who are feeling sick.
  - Isolate the individual immediately from other staff and students.
  - Signs will be placed on the Godly Play Room door indicating it is being used for quarantine and others should not enter.
  - Signs will be posted on the appropriate bathroom indicating it is being used for quarantine and others should not enter.

2. Arrange transportation home for the person as soon as possible.
3. Notify staff members and others who may have been exposed as well as Chris Tuttle and Sharon Morgan.
4. Anyone who may have been exposed to the virus will take any necessary and additional precautions.
5. Should the symptomatic individual test positive for COVID-19, the Durham Health Department will be notified and will work with the director on contact tracing and advise on classroom vs school closure and isolation.

## **General Campus Safety Rules & Procedures**

- Whenever possible, classes and meetings will be held outside.
- Face masks will be required for all adults indoors and outside.
- Every child and staff member entering the school building will be temperature-checked, and will not be permitted entry if their temperature exceeds 100 degrees. In addition, a discussion about any shortness of breath, coughing, runny nose, diarrhea or sore throat that the person is experiencing will be conducted, and any symptomatic behavior should result in refusing admittance to that person.
- Children will only interact with their “pod” of classmates and teachers. There will only be one “pod” in a shared space at one time, including the playground.
- The water dispensers, as a high-touch area, will not be available.

## WSYC Staff Guidelines and Expectations

- Staff members will be temperature checked and screened upon arrival every day.
- Staff members will wear a mask (covering one's nose and mouth) at all times. The only exception to this is when the staff member is working alone in their classroom or office.
- Staff members will wash their hands regularly throughout the day.
- Staff members will encourage social distancing among students as is realistically possible.
- Staff members will remove all soft, plush, porous and difficult to clean items from their classroom.
- Any item or toy that enters a child's mouth will be removed from play and disinfected.
- The staff will follow all guidelines set by health officials regarding singing, shared toys and community art supplies.
- Staff members will incorporate learning outside as much as possible.
- Staff members will hand out pre-packaged snacks wearing gloves.
- No shaking hands or other touching is permitted between staff members.
- Should a substitute be needed, the absent staff member and/or the director will try to fill that need with another staff member. Only bringing in a non-staff member substitute when absolutely necessary.
- Any substitute that enters the school building will be screened, temperature checked and expected to follow the same guidelines set for staff members.
- Staff members are strongly encouraged to receive a flu vaccine.

## WSYC Student/Family Guidelines and Expectations

- Each class will have a designated arrival and dismissal time and we will use a carline circle for drop off and pick up. Only WSYC students will be allowed to enter the building. After dropping off or picking up your child, you must leave the campus.
- Each child will be temperature checked and screened upon arrival. If your child's temperature is above 100 degrees or you are unable to affirm the screening questions, your child will not be admitted to school. Screening questions will include questions concerning symptoms you're child may be experiencing. (Runny nose, cough, fever, diarrhea, loss of smell or taste, etc.)
- Children are encouraged to wear cloth face masks if they can do this responsibly.
- Children will wash and sanitize their hands several times during the day, to include upon arrival, before snack, after the playground, after using the bathroom and after sneezing or blowing his/her nose.
- Families will be asked to bring snacks for the class throughout the year. Snacks must be individual and prepackaged.
- A change of clothes will be sent to school and kept in the classroom.
- Students will not bring a backpack or any extra items from home.
- Much of the school day will be outside, sunscreen and bug spray are recommended and must be applied before arriving at school.
- Families are strongly encouraged to receive the flu vaccine this year in particular. Per pediatrician Andrea Dunk: "The arrival of influenza in the community this winter as COVID is still circulating, is going to create a problem for all of us. The fewer children who become ill with influenza, the better off we'll all be."
- Lunch Bunch is suspended until further notice.

## Handling suspected, presumptive and confirmed cases of COVID-19

With respect to suspected or confirmed COVID-19 cases, WSYC will adhere to the guidelines set forth by the NCHHS guidelines StrongSchoolsNC for K-12 schools. To include the following guideline highlighted below in red.

<https://files.nc.gov/covid/documents/guidance/Strong-Schools-NC-Public-Health-Toolkit.pdf>

- If a person has had a negative COVID-19 test, they can return to school once there is no fever without the use of fever-reducing medicines and they have felt well for 48 hours .
- If a person is diagnosed with COVID-19 by a medical professional based on a test or their symptoms or does not get a COVID-19 test but has had symptoms, they cannot come to school and should stay at home until they (or a family member if younger child) can answer YES to the following three questions:
  - 1 . Has it been at least 10 days since the individual first had symptoms?
  2. Has it been at least 3 days since the individual had a fever (without using fever-reducing medicine)?
  - 3 . Has it been at least 3 days since the individual's symptoms have improved, including cough and shortness of breath?

o WSYC will notify local health authorities of confirmed COVID-19 cases among children and staff (as required by NCGS 130A-136) .

o If a student/employee has been diagnosed with COVID-19 but does not have symptoms, they must remain out of school until 10 days have passed since the date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms since their positive test .

o If a student/employee has been determined to have been in close contact with someone diagnosed with COVID-19, they must remain out of school for 14 days since the last date of exposure unless they test positive . In which case, exclusion criteria above would apply . They must complete the full 14 days of quarantine, even if they test negative .

## **What if I don't feel comfortable sending my child to school?**

We understand that the safety and well being of your child(ren) is your top priority. If school opens this fall and you do not feel comfortable sending your child to school because of COVID-19, we ask that you let the office know as soon as possible. Once you let us know, you will have the following options:

1. To cancel for the year - your May 2021 prepaid tuition will be returned to you, but the registration fees will remain nonrefundable.
2. Cancel for the first semester and should a space in your child's classroom remain available, you can begin the year in January 2021. If in January, your child's class does not have an opening, your prepaid May 2021 tuition will be refunded. Your registration fees will remain nonrefundable. There will be no guarantees that a space will be available if you wish to wait until January.

If you choose to withdraw your child from school for the entire year, you will still be offered the current student priority registration time period for the 2021-2022 school year.

## **What will the school day look like if most of the day is outside?**

The Westminster campus will allow for several areas to social distance outside. Each class will have a scheduled amount of time to move around to a variety of outdoor locations including, both playgrounds, the grassy field near the school entrance, the church courtyard, the cabin porch and the picnic tables. We will erect "tailgate" tents to offer shade in the open areas. Each class will also have a time scheduled daily to be in their classroom.

If we are faced with inclement weather, we will have the ability to be in our classrooms. Staff is working to rearrange classrooms into sections/areas for

children to be well spaced. If you feel uncomfortable with your child being inside for the 3 hour school day - you are always welcome to keep your child at home on rainy days.

### **How will my child's tuition be affected if school is forced to close again due to COVID-19?**

If WSYC needs to close again to slow the spread of the coronavirus, you will be offered the following options regarding your tuition:

1. If the school closes before the 15th of any given month, you will only be charged 50% of your tuition. The remaining 50% of your child's tuition can be refunded or you can choose to donate the remaining tuition to WSYC.
2. If the school closes after the 15th of any given month, you will not be refunded any portion of your tuition.
3. Tuition will not be due for any complete month we are out of school.

### **How will my tuition be affected if my child needs to self isolate due to a COVID-19 exposure?**

Individual concerns like this will be handled on a case by case basis with the school's director. If a tuition reimbursement is awarded, it will not exceed 50% of your child's monthly tuition.

### **How does COVID-19 change the existing health and wellness policy?**

A child's educational success is based on the strength of the parent/teacher partnership. This strong partnership is also necessary for ensuring the health and wellness of our entire student and staff population. We are not physicians and will not be able to determine if your child's runny nose and congestion is allergy related or a COVID-19 symptom. Therefore, we must strictly follow the guidelines shared above.

The health policy outlined in the Mom and Pops book regarding other common childhood illnesses (hand, foot and mouth, lice, etc.) still applies. As always, your child cannot come to school under any circumstances if they are only fever free due to medication like Tylenol or ibuprofen.

Thank you for your extreme care with regard to our collective health.