



Grace Children's Learning Center
"A Ministry of Grace United Methodist Church"
9750 Wellington Rd Manassas, VA 20110
703-393-2345 or gclcangels@gmail.com
Visit us at umcgrace.org/gclc

Grace Children's Learning Center Operations Amid Covid-19 Pandemic

We believe and live our motto of "Putting Kids First" and all of our decisions will continue to be what is truly best for the children entrusted to our care. We appreciate the faith and trust you have placed in us and we will do our best to always be committed to the welfare of your child. Grace Children's Learning Center continues working with VA State Licensing, Virginia Department of Health, the CDC and the Virginia UMC Conference to plan and implement our re-opening plan and operational procedures. Our plans and progress have been submitted and approved by the state. Our administrative staff and the Healthy Church Team will continue to monitor up-dates and new requirements daily, making changes and communicating them to you as necessary.

It is more vital today than ever for our staff and parents to communicate and work together to keep all our students and staff safe and healthy. This partnership will require commitment on both parts, the Preschool will implement all recommended measures to prevent the spread of COVID 19, and parents and caregivers must agree to keep their student home if they are not 100% healthy and follow our guidelines.

Overview of Policies and Procedures to limit the risk of exposure to COVID 19.

- Daily attendance and temperature will be taken and recorded for every child and staff member. Temperature and attendance logs will be kept electronically in the office. The check ins will be conducted via electronic devices.
- A Weekly Health Screening and Waiver Liability form will be required for all students, families, and staff to ensure safety. Families and staff will be asked daily if anything has changed since the last weekly signing of the Waiver. These waivers will be completed prior to the student or staff member entering the school area. AM Preschool families will conduct this quick check in at carpool with a staff member. Full day families will conduct this quick check in at the entry door with a staff member.
- All families and staff members will be required to sign the Student Acknowledgement Disclosure or the Staff Acknowledgement Disclosure and also complete the weekly health screening and waiver liabilities in order to attend school.
- Face masks required– for all staff, adults, students age two and older; face shields may be worn in addition to masks. Parents and caregivers are required to wear masks at all times while on Church property. This includes parents in their vehicles during the carpool drop off and pick up times.
- Sanitizing stations are located at each entrance and in each classroom; increased hand washing- with proper educating, monitoring and enforcing.
- Sanitizing/cleaning supplies for each classroom, common area will remain well stocked and available to those who need to have access to them, while remaining locked and secured.
- Increased outdoor play to include additional areas; (playscape, grassy area by the cemetery, courtyard play area.)
- Specific exits and entrances for each classroom. Parents dropping off students must maintain strict 6 foot social distance. AM Preschool children must be dropped off and picked up in carpool.

- Visual cues will be provided each day at each entrance and exit to ensure 6 foot social distancing
- No unauthorized visitors in the building
- One person per family regularly dropping off, if possible
- No mixing of groups/classes
- Sanitizing and cleaning between groups and end of day
- No sharing of supplies; students will use personalized school supplies
- No large group gatherings/spaces
- Specials will be live streamed to the classrooms or provided via pre-recorded options
- Some furniture removed from classrooms to allow for more social distancing space
- Training and instruction for staff
- Room 1 has been designated as a quarantine area and is designated for brief usage where any student who becomes ill at school will be cared for while waiting to be immediately picked up by their parent or guardian
- All special events will be cancelled or changed to virtual execution when families are involved- classroom specific special events will still occur with students and teachers only
- Class sizes are reduced up to 50% to allow for more social distancing

PLAN DETAILS

Please note full COVID 19 Specific Policies and Procedures for Staff and Operation are available upon request to administrative staff.

- Masks are required for students age two and older. Parents will be responsible for providing suitable masks for their children. Face shields can be worn in addition to masks. A new disposable, or a clean, freshly washed reusable cloth mask will be worn each day. If using reusable cloth masks, plan on having multiple masks to ensure the easy ability to wear a clean mask each day. Parents and caregivers are required to wear masks at all times while on Church property.
- Teachers PPE items Staff will be required to wear face masks. Teachers may decide to wear shields in addition to the masks. Shields will be provided to all staff. Teachers may choose to wear large over-clothes (smocks or aprons) to go over their own clothing when they comfort and are in contact with students. Scrubs may be worn as an alternative to casual clothes as well.
- Students, staff and all visitors will be required to wash hands immediately upon entering school
- Classroom items such as tables, toys, games, and other supplies will be disinfected between and during uses as necessary
- Parent access into the preschool building and classrooms is restricted at this time
- Recommended social distancing measures will be in place
- Recess will be held outdoors weather permitting. When indoors, students will follow physical distancing guidelines for activities and multiple spaces will be assigned and utilized
- Classes will remain separate and will not mix with other classes in group settings

- Recess time will be structured to maintain physical distancing. Additional recess time may include walks and other outdoor activities as weather permits
- Disinfecting of shared areas will occur between uses—bathrooms, playground, stairwells
- Some furniture is being removed to create space in classrooms and allow for ease of cleaning, sanitizing and social distancing
- Hula hoops, styrofoam pool noodles and other equipment will be used to give students visual cues of personal space, as they can be used to spread out in many different learning spaces. Each class will have their own spacing teaching aids
- School supplies –Each student will have their own boxes of school supplies. These boxes will house each student’s individual school supply items and the boxes will be sanitized at the end of each class day. Parents will provide a pencil box, box of 16 Crayola crayons, pkg of 10 classis Crayola markers, bottle of Elmer’s Glue, Fiskars child safety scissors for preschoolers.
- Removal of cloth items, dress-up clothing, stuffed animals, baby doll clothes, etc., to ensure items that are used by students for instructional purposes are easy to wash and sanitize as we disinfect and provide a safe classroom environment. Staff will wash some soft items in our washing machine with bleach water as needed.
- Drop off and pick up—Full day parents will drop off and pick up at assigned entrances in the building. Parents will receive a letter prior to the start of school specifying the entrance to be used. Before any child or staff member enters the building their temperature will be taken and logged, and confirmation of signed waivers will be required. After a child enters the building, they will be taken directly wash their hands then to their classroom. AM Preschool families will drop off and pick up in the carpool line only until it is deemed safe to have more people gathered within the building.

COVID-19 Protocol According to the CDC, people with COVID 19 have had a wide range of reported symptoms – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure.

Symptoms can include:

- | | |
|---|------------------------------|
| • Fever or chills | • Cough |
| • Shortness of breath or difficulty breathing | • Fatigue |
| • Muscle or body aches | • Headache |
| • New loss of taste or smell | • Sore Throat |
| • Congestion or runny nose | • Nausea, Vomiting, Diarrhea |

This list does not include all possible symptoms, and adults, children and youth with COVID 19 infection may experience any, all, or none of these symptoms. Although many of these symptoms may also be caused by other illnesses, in the midst of this pandemic we must be extra vigilant.

If your student shows any of these symptoms, or just generally feels unwell, we require that you keep them home. If your child begins to show any of these symptoms at school, your child will immediately be isolated in a separate room. You will be called and asked to come within 30 minutes or sooner to take them home for self-quarantine and testing. If you cannot pick them up within half an hour, an emergency contact will be called.

In addition to the above COVID 19 symptoms, each child must be kept home if they have any unusual spots or rashes, infected skin patches, severe itching of body or scalp, yellowish skin or eyes, or pinkeye

symptoms—tears, redness of eye, with swelling and discharge of pus. Each child must be kept home until your physician says it is acceptable to return. A release/note from the doctor will be required (electronic form is acceptable). It is vitally important that parents, caregivers, and staff keep Grace Children's Learning Center informed of any symptoms, illnesses and diagnosis.

Any students or staff member must stay home from school or work if they have:

1. tested positive for COVID-19;
2. had close contact with anyone confirmed to have COVID-19 in the last 14 days;
3. are experiencing symptoms listed above.

In the event of a confirmed case of COVID-19 for a student or staff member who has been in school, we will notify The Prince William County Health Department and our Virginia Department of Social Services Licensing Specialist and follow their guidance regarding the necessity of a school closure. We will follow their mandates regarding closure of a specific classroom or the entire school. Areas where the infected person has been will be closed off for a minimum of 48 hours then disinfected.

All parents, staff and Church Operations Officer will be notified via e-mail, text and hard copy of a confirmed case of COVID-19 within our school.

Students or staff members who exhibit signs or symptoms of COVID-19 and who are not tested will be presumed positive for COVID-19 and will not be permitted entry for 10-14 days.

A student or staff member who has a positive COVID-19 case may NOT return for 10-14 days and until a negative, written COVID test result has been submitted to our school office.

LARGE GROUP/FAMILY EVENTS

We will not plan large group and family events at this time, until it is deemed safe and appropriate. We will make every effort to provide events and opportunities for families to participate in a virtual and digital manner to provide connection and community among our school family. Individual class students and teachers will continue celebrating special events together.

SNACK AND LUNCH

Students will bring in their own lunches and snacks. In addition, each student must bring with them a refillable water bottle. At this time we will not be able to heat or cook items sent from home. If sending left overs or soup, etc please heat in the morning place in a thermos. Students will be seated in a manner that maximized social distancing.

OUTDOOR SPACES

At this time students and families are currently not allowed to utilize outdoor areas to congregate before or after school.

DISINFECTING PLAN

Disinfecting measures will be implemented as follows:

- Cleaning and disinfecting will be performed according to CDC guidance using soap and bleach solutions.
- Classroom surfaces, chairs, tables, furniture and other supplies will be disinfected between each use.
- A designated member of our staff will be assigned to clean and disinfect all door handles, bathroom spaces, stairwell railings and other high touch, high traffic areas throughout the school day.

- Our contracted janitorial company will perform nightly cleaning and disinfecting. Special attention will be paid to sanitizing high touch areas and our school administrative team will maintain close communication with the company and ensure proper disinfecting is done daily.
- Hand sanitizer stations have been placed near entrances and in each classroom.
- Our playgrounds will be sanitized between each class usage with an EPA approved Quat Sanitizer that kills SARS-CoV-2, the novel corona virus that causes the disease COVID-19.

MODIFICATIONS This plan may be modified in the future according to any guidelines or requirements set forth by the Virginia Department of Social Services, the Virginia Department of Health, Prince William County Department of Health, the CDC, and the Virginia UMC Conference. Any modifications to this plan will be approved by the Advisory School Board and the Board of Trustees, with the consultation of the Healthy Church Team.