



## Temple Sinai Preschool Guidelines During Community Spread of Flu-Like Illness and COVID-19

Temple Sinai Preschool (TSPS) is committed to opening and maintaining a safe and healthy learning environment for all of its young learners and will follow recommendations established by the CDC and our licensing body, Bright From the Start Georgia, in determining when to open or close the school during times of health emergencies. This handbook is a living document that can and will be updated in accordance with the latest evidence-based guidelines. We will update you if and when any changes to our guidelines are made.

These guidelines to the COVID-19 pandemic have been established in accordance with current recommendations put forth by the CDC, American Academy of Pediatrics, and Bright From the Start. We have also consulted with a panel of physicians and other child care providers to ensure we are utilizing best practices.

**Important Note: Regardless of community spread, if there is a confirmed person with COVID-19 in the building, TSPS may close for up to 5 days and undergo thorough cleaning and disinfection of all spaces. The student or staff person with a positive COVID-19 case will not be allowed to return for 10 days and must be symptom free when they return. In the event that TSPS is required to close due to COVID-19 related safety measures, we will launch our virtual learning program.**

### First Phase of Reopening

TSPS will adjust its operating hours to accommodate best practices with drop-off and pick-up. These hours could be reconsidered and extended as we enter a second phase of reopening, upon recommendation of Temple Sinai's COVID-19 task force and medical advisors.

**TSPS Hours of Operation during the First Phase of Reopening (these hours include the window for drop off and pick up):**

Full Day Program: **8:00 AM - 5:00 PM**

Plus Day Program: **9:00AM – 3:30 PM**

Half Day Program: **9:00 AM – 2:00 PM**

## Daily Screening Procedures

All staff and students will be screened before entering the building. **Parents/visitors will not be allowed into the building at this time.** During this daily screening individuals will be given a temperature check, a checklist of questions regarding staff or students' health, and a visual check for symptoms of the novel COVID-19. Anyone exhibiting any signs of illness will not be allowed into the building until symptoms subside.

During the screening, your child's temperature will be taken by a staff member who will be equipped with a mask, clear face shield, and gloves. A new set of gloves will be used for each screening and the thermometer will be disinfected after each use. **Students with a temperature of 100.3 and below will be admitted; students with a temperature of 100.4 or higher will be asked to go home.** Parents will then be asked to answer screening questions about their child's health that day. A visual inspection will be made to ensure the child is not exhibiting any symptoms (fever, shortness of breath, cough, extreme fatigue, etc.).

## Daily Screening Questions

Upon arrival, all TSPS students and staff will complete a daily health screening. You'll answer our screening questions on the ProCare (formerly Kinderlime) app and a dedicated staff member will check your child's temperature and complete a visual check for any visible symptoms. You will answer the following questions:

*Has your child or anyone your child has come into direct contact with had any of the following symptoms: cough, shortness of breath, difficulty breathing, or any other respiratory symptoms?*

*Has your child or anyone your child has come into direct contact with had at least two of the following non-respiratory symptoms: chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell?*

## Drop-Off Procedure

We will be conducting drop-off via carpool, but the procedure will look a little different than in previous years. Cars will line up at the back entrance of the preschool and parents will remain in their cars. A designated TSPS staff member will approach your car and take your child's temperature and ask the parent or caregiver screening questions.

After completing the health check and screening, a designated staff member will take the student from the health check to the rear entrance of the building to let them inside. Once inside, another staff member will direct them to their classroom. The screener and staff member transporting students will remain consistent for the students' sake.

In the event of extenuating circumstances that require you to drop your child off after carpool, please make sure to contact the preschool office (404-255-6200) to coordinate your child's arrival so that there is a staff member available for screening.

**Carpool will run from 9:00 AM – 9:45 AM for Half and Plus Day Program**  
**Carpool will run from 8:00 – 8:45 AM for the Full Day Program**

**Please adhere to your program's assigned carpool window.**

## **Pick-Up Procedure**

During pick-up, caregivers will pull into the carpool line at the rear entrance and remain in their vehicle. Your child's teacher will bring your child and their belongings to your car. It is your responsibility to buckle your child(ren) into their car seats. This should be done quickly to keep the carpool line moving. If you need more time to buckle or get situated, please pull into a parking spot in the lower level to do so.

If you need to arrange an earlier pick up time, please contact the preschool office (404-255-6200) to coordinate and we will ensure a staff member is outside to greet you and radio for your child. ***Parents/visitors will not be allowed into the building at this time.***

**Carpool will run from 1:15 – 2:00 PM for the Half Day Program  
Carpool will run from 2:45 – 3:30 PM for the Plus Day Program  
Carpool will run from 4:15 – 5:00 for the Full Day Program  
Please adhere to your program's assigned carpool window.**

## **Staff and Student Measures (PPE)**

Temple Sinai and Temple Sinai Preschool staff are committed to providing a safe and healthy environment for all members of our community. While protective measures are in effect for TSPS, we will have a smaller, more limited number of staff in contact with students daily to prevent spread of any illness and we will be limiting the number of non-preschool staff that are allowed into the education wing of the building.

All staff will be required to wear masks both inside TSPS and while they are outdoors. Teachers are also encouraged to wear face shields. The CDC currently recommends that children two and older wear a mask. At TSPS, we will be requiring students ages 2 and up to arrive at school each day with three, clean and labeled masks. Teachers and TSPS staff will encourage children to wear masks in a developmentally appropriate way, taking into account that not all students will be able to tolerate wearing a mask for long periods of time or at all.

If it is noted that the child is using their mask in ways that would potentially increase their risk for contracting a viral illness (repeatedly touching their mask, taking it on and off, playing with their mask, etc.), their mask will be removed.

**Each child in the 2s, 3s, and Pre-K classes must have three clean, labeled masks sent to school with them each day.**

During certain times of the day (food prep, toileting, diapering, etc.) teachers will wear gloves. Teachers will change gloves for each student that they assist. Additionally, teachers are encouraged to limit or not wear jewelry and to wear their hair up to aid in easily cleaning up any bodily secretions (saliva, spit up, etc) they may encounter throughout the day. Teachers will have changes of clothes available if needed.

Soiled clothes should immediately be placed in a bin or bag to be laundered.

**All students should have at least one change of labeled, seasonally appropriate clothes at school each day (make sure to include shoes and socks!).**

## **Classroom Measures**

As a licensed early childhood learning center, TSPS has always taken great care to follow high standards for cleanliness and disinfection as required by the state. As we return to having in-person care, TSPS will be increasing these efforts:

- Classrooms and all spaces utilized within the school will be cleaned and disinfected daily with the JanPro system. Classroom surfaces (counters, tables, changing tables, etc.) will be cleaned and/or sanitized after use throughout the day between activities by TSPS staff in addition to the daily cleaning by our maintenance staff.
- Each student will have their own cubby for their personal items, lunchboxes, water bottles, etc. These items will remain separate (i.e. water bottles will not be put in a bucket and carried to the playground).
- Where possible equipment, supplies, and other items will not be shared between students.
- Where possible within the classroom, students will have designated, distanced seating.
- Hand sanitizers will be available in each classroom (inaccessible to children) and in the education lobbies.
- Toys that cannot be easily sanitized will not be used.
- Toys that are mouthed or have come into contact with bodily fluids/secretions (ex. teething toys, play food, play dishes) will be placed in a bin away from students after use and sanitized before next use.
- Crib/cot sheets will be changed daily and laundry will be sent out twice a week.
- Cribs/cots will be assigned and moved, if necessary, to maintain six feet of distance between children while napping.
- In the baby stroller, each student will have a consistent assigned seat that will be disinfected before and after each use.

## **Modified Schedules**

At this point in time, our students will not be switching classrooms for different activities, although our specialist teachers will still be able to conduct classes via zoom in the classrooms

Each unique class will have access to two dedicated classroom spaces each day: one to be used for the majority of the day and one to be used for break out activities/specialist classes.

Playground use will be reserved for one class at a time and playground equipment will be cleaned between each class use.

## **Plus and Full Day Programs / After School Enrichment and Early Morning Drop Off**

Students enrolled in the Plus and Full day programs will be able to stay until their designated program time ends and will remain separated by class. The plus and full day programs will not be mixing and will have a dedicated staff member for their class.

Until we are able to mix groups of students, there will be no After School Enrichment classes or Early Morning Drop Off. When it is safe to do so, and upon recommendation of our task force and medical advisors, we will re-evaluate offering After School Enrichment classes and Early Morning Drop Off.

## **Handwashing and Hygiene Practices**

Especially with infants and young toddlers, it is important to comfort crying, sad, and/or anxious children, and they often need to be held. To the extent possible, when washing, feeding, or holding very young children, teachers will have multiple changes of clothing available and should wear long hair up off the collar in a ponytail or other updo. Teachers will wash their hands, face, neck, or other areas where children's bodily secretions have made contact with their skin.

Staff will wash hands frequently throughout the day, especially at the following times:

- Arrival to the facility and each time they enter the classroom
- Before and after preparing food and drink
- Before and after handling food, eating food, or feeding a child
- Before and after diapering (staff should wash hands before putting on gloves and after disposing of diapering materials and gloves)
- After using the bathroom or assisting a child with using the bathroom
- Students and staff will wash hands after playing outside/in sand

- After handling garbage

Students will be encouraged to wash hands frequently throughout the day, especially at the following times:

- When they enter the classroom
- Before and after eating
- After toileting/diapering
- After playing outside/in sand

Hands should be washed with soap and warm water for at least 20 seconds. Alcohol based hand sanitizer (at least 60%) may be used in addition to hand washing. Any use of hand sanitizer must be closely supervised so that children cannot ingest the sanitizer. Hand sanitizer must be safely kept out of the reach of children at all times. Teachers or staff must assist children who are too young to properly wash their own hands. Sinks that are used for food preparation should not be used for any other purpose (i.e. handwashing).

## **Procedure for Sick Students/Staff**

If, during the school day, a staff member or child presents with symptoms of COVID-19 and/or a fever, cough, or shortness of breath, they will be moved to an isolation room or area of the school. A parent/caregiver will be called to pick the ill child up immediately.

After a sick child or staff member has left the building, TSPS will follow CDC guidance on how to disinfect the school. Examples of guidelines include but are not limited to the following:

- Close off areas used by the person who is sick.
- Wait up to 24 hours or as long as possible before you clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.

## **When can a sick student or staff member return to TSPS?**

Sick children or staff members will not be allowed to return until they are fever free for 72 hours without fever reducing medication. If their doctor or pediatrician recommends getting a COVID-19 test, child or staff member may not return until COVID-19 test results come back negative. If they test positive, the child or staff member can not return to TSPS until both 10 days have passed **AND** they are symptom free.

## How will a confirmed case be communicated to the school?

If a staff member or child in a TSPS class has been confirmed as a positive COVID-19 case, ***all families and staff in the TSPS community*** will be notified as soon as possible via email and through the ProCare (formerly Kinderlime) app.

While we are taking preventative measures to ensure illness does not spread throughout the school (no mixing of classes, ensuring each class has its own pod, etc.), all families will receive notification of a positive case in order to decide their own comfort level in sending their child to school in the following days.

## TSPS Community Guidelines

As #TeamTSPS, we all have a role in keeping our community healthy and safe. By returning to school, your family is committing to partner with us to reduce the risk of exposure to COVID-19.

Please know that even though we are all committed to the health and safety of our community, there is no amount of restrictions, guidelines, or safe practices that will remove 100% of the risk of transmission of COVID-19 at school.

We ask that all TSPS families also:

- Take the daily health screening seriously.
- Respect that we will be extra cautious with the illness and isolation policies.
- Not congregate at the school or in the parking lot.
- Be respectful to staff who following and enforcing health and safety policies.
- Continue to follow social distancing guidelines and restrictions ***outside of school***.
- Continue to remain flexible and adaptable as the situation evolves. We will continue to make changes to our policies to protect the health and safety of our community.

***These guidelines have been updated as of August 19, 2020.***