

# BCBC PDO & Pre-K COVID-19 Guidelines

**Arrival:** Staff and students' temperatures will be taken before entering the building. Any temperature of 99.9 or higher will be asked to return home.

Parents will not be allowed into the school on a daily basis at this time. All classes will drop off in a carline fashion at a specified door. Each class will have a drop off location. They will be labeled and staff will be waiting at each location.

Drop off locations: (Maps and instructions to enter and exit parking lot will be given out per class)

- Pre-K – Main Entrance
- Upstairs 3s – Fellowship Hall
- Downstairs 3s – Sanctuary Front Door
- Older 2s – Front doors Welcome Center
- Younger 2s – Sanctuary Back Door
- Nursery – Back doors Welcome Center

Our normal drop off time is 8:50 to 9:10, but please try to have your child here no later than 9:00 so all children are in their classrooms. If you have multiple children, please drop each child at their designated drop off location.

Staff will have classroom clipboards and will ask contact information when signing each child in, as well as standard health questions.

We will not offer early care at this time.

**Dismissal:** Pickup locations will be the same as drop off locations. Each parent/guardian will have a car tag to present with the child's name. Please have this visible to help lines move smoothly. We will still require an ID if we do not recognize the adult picking up. Please pull forward to a parking spot to buckle your child so the line can continue to move. Please be patient the first few weeks as we have many new faces to learn.

Pickup will begin at 1:40 and end at 2:00. Teachers need the extra time to clean rooms at the end of the day. If you have multiple children, please pick up each child at their designated class spots.

There will be no late care!

Each class will have an entrance/exit map for drop off to avoid congestion in the street.

**Cleaning:** All classrooms will be thoroughly cleaned by teachers before and after each use on Tuesday and Thursdays. At the end of each school day, each classroom will be fogged with a sanitizing machine. The church cleaning crew will also clean between each use. Cleanings include classrooms, bathrooms, common areas and pick up/drop off locations. All classroom toys, tables, chairs and doorknobs will be sanitized several times throughout the day.

**Snack/Lunch:** Snack and lunch will continue to be eaten in the classroom. The children will be spread out among the classroom as best possible. No food or drinks will be shared. Only preapproved and prepackaged snacks or birthday items will be allowed at this time.

**Class size:** Our class sizes will remain as is.

- Nursery – 8 kids to 2 teachers
- Young 2s – 10 kids to 2 teachers
- Older 2s – 10 kids to 2 teachers
- 3s – 12 kids to 2 teachers
- Pre-K – 16 kids to 2 teachers

We will try to keep class activities to small group ratios.

**Open House:** We do plan to have an Open House for students to meet their teachers. This will be an assigned date and time activity to limit the number/size group in the classroom. We will ask that your RSVP for this event. Everyone present must wear a mask to enter the building.

**Students & Masks:** Per the CDC recommendations, the Church has adopted that anyone two years of age or older wear a mask while on church grounds. We will have children's size disposable masks available if needed. Lanyards will be distributed for each child as well to have during the day for taking the mask off to eat and drink. Masks will not be worn while napping.

**Staff:** At this time, teachers will not be required to have a Covid-19 test. However, if they present symptoms or someone they live with tests positive, they will be required to properly quarantine. Teachers and church staff will wear masks at all times. Each teacher will only be with his/her class. We will not be in other's classrooms. Disposable masks and gloves will be available for teachers. Anyone entering the building must wear a mask.

**Naptime:** For those classes that nap, each student will have their own labeled nap mat. It will be stored in a Ziplock Storage bag that will only contain your child's nap items. All blankets, pillows and lovies will be sent home every Thursday to be cleaned and returned on Tuesday. No nap items are ever shared! All naps are taken in the child's classroom and masks will be removed.

**Playground:** Classes will go to the playground for a designated time. There will only be 1 class at a time allowed outside. The playground will be sanitized between each class use.

**Hallways:** Only one class will be present in the hallway at a time. Schedules will be established that transitions only happen when all other classes are in their classrooms.

**Water Fountains/Water Bottles/Cups:** The water fountains will be closed for use. We ask that every student bring a labeled water bottle to drink. This bottle needs to be a separate bottle/drink than what is provided for lunch. We have a supply of bottled water if needed.

**Backpacks:** To eliminate the spread of germs, we ask that you please Lysol, wipe down your child's backpack as often as possible. We ask, if possible, to wash them after Thursday before the new week starts.

**Class Cubbies:** Each child will have a cubby in the classroom to keep a change of clothes. Please place your child's change of clothes in a labeled Ziplock bag. We ask you to please bring these to the Open House or the 1<sup>st</sup> day of school.

**Sickness:** If a child has a fever of 99.9 or above, a parent/guardian will be called to immediately pick up the child. The child must be fever free for 72 hours before returning to school. We ask that if the child has been exposed to any sick individual in the home, that you keep the child at home as well.

**COVID-19 Supply Fee:** Due to limiting the spread of germs, we will be implementing a one-time supply fee to help cover costs of extra cleaning supplies, as well as individual supplies for each child. Supplies that are usually shared (pencils, crayons, glue sticks, etc.) will be purchased for each child. Each child will have a labeled supply kit for only their use and kept in their cubby. The COVID-19 Supply fee is \$25.

**Important Information:** At this time, all special visitors, Chapel and library will be cancelled. We are praying this will change, but as of now there will be no special events. Holiday celebrations will be limited to in class room parties.

In the event that Knox County closes school or moves to Virtual Only, we will follow suite and close as well.

### **COVID-19 Case Actions:**

- **A Student/Teacher is exposed**
  - In the event a child or teacher in our program is exposed to the virus, we ask that they do not return to PDO until after their 14-day quarantine period is up. If they have a sibling, we ask the same for them. The class will not be notified unless the exposure occurred at PDO.
- **A Student/Teacher is presenting symptoms**
  - In the event that a student or teacher is presenting symptoms, we ask that they do not return to PDO until a negative test is furnished and no longer presenting

symptoms or after completing a 14-day quarantine. The class will not be notified unless positive test results are presented.

- **A Student/Teacher is awaiting test results**
  - In the event a student or teacher is awaiting test results, we ask that they do not return to PDO until a negative test is furnished and no longer presenting symptoms or after completing a 14-day quarantine. If positive, see below. If negative, no action will be taken.
- **A Student/Teacher tests positive**
  - In the event that a student or teacher tests positive, that class will be immediately notified. The class will not resume until the 14-day quarantine is over. The class will be completely sanitized and will remain closed for use until the class returns.
- **A sibling/parent test positive**
  - In the event that a sibling or parent of a PDO student or teacher tests positive, we ask that the child or teacher not return to PDO until after their 14 day quarantine. The class will not be notified.