

**Hollywood United Methodist Preschool and Kindergarten**  
**24422 Mervell Dean Road, Hollywood, MD 20636      301-373-2500 x204**  
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[www.hollywoodumcmd.org/ministries/humc-preschool-kindergarten/](http://www.hollywoodumcmd.org/ministries/humc-preschool-kindergarten/)  
**Tami Joy, Director**

COVID-19/HEALTHY YEAR PLAN  
September 1, 2022  
2022-2023 School Year

In all aspects of childcare and responsibility we certify to the best of our ability to promote and practice healthy habits during the school year. We do not take this responsibility lightly. We understand the risks involved, but also understand the need for this age child to be in a classroom setting for optimum development. The following meets and exceeds guidelines from the CDC, local health officials, and the Maryland State Department of Education.

**STAFF EXPECTATIONS:**

- Practice and follow good preventative habits.
- Avoid close contact with people who are sick.
- Follow CDC recommendation to wear masks optional during the school day.
- Wash hands frequently with soap and water for at least 20 seconds and educate and practice with the children as well. When soap and water are not available, use hand sanitizer with 60% alcohol. Supervise children when using hand sanitizer.
- Stay home when ill; a substitute will be called in.
- Follow the Maryland State Department of Education to determine if and how long staff should stay home.
- Encourage children to stay home when sick with any illness. The staff will separate from the group and reassure a child who becomes ill at school until they can be picked up by their parent.
- Clean and disinfect frequently touched surfaces and objects in the classrooms and bathrooms throughout the school day, following CDC guidelines.
- Clean and sanitize the rooms and bathrooms at the end of each day following the CDC guidelines.
- Monitor absenteeism
- In the event of a closure, the classrooms will be thoroughly cleaned. We understand that being in the classroom is their optimum learning environment; We recognize that the need for children to continue the learning process is vitally important to their development. We hope this to be no longer than 3-5 days.
- Follow our return to school policy as set forth below.

**PARENT EXPECTATIONS:**

- Practice and reinforce good prevention habits with your family.
- Avoid close contact with people who are sick.
- Masks optional during drop off and pick up or anytime that you are at a school function.
- Teach children to cover coughs or sneezes with a tissue or into their elbow, then throw the tissue in the trash.
- Teach children to wash hands with soap and water often for at least 20 seconds, especially after using the bathroom; before eating; after blowing nose; coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.
- Keep children home when they are displaying any symptoms of illness until the symptoms subside. Children must be kept home from school if they have had a fever (a fever is considered 100.4\* or above), unexplained rash, diarrhea, vomiting within 24 hours of school day. Follow the return to school guidelines below.
- Have a plan in place if your child needs to be out of school in the event of illness or facility closure. Talk with your employer about sick leave and telework in case you need to stay home with your child or have someone on call that would be available to help you out.
- Have a plan in place for immediate pick-up if your child needs to be sent home.
- Cooperate with distance learning if a plan must be put in place so that the learning process may continue with minimal interruption.
- Cooperate with our temporary closing plan if needed to be put in place.
- Rest supplies will be sent home weekly to launder and sanitize. You must return on your next school day. Extra supplies are not being kept at school. If rest supplies are forgotten, the staff will call you to have you to bring back to the school prior to rest time.
- Follow HUMP&K daily drop-off and pick up at the main door.

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**GENERAL PREPAREDNESS AND PLANNING:**

We are working with local health officials, the Office of Childcare, Maryland State Department of Education, the Board of the Hollywood United Methodist Preschool and Kindergarten and the Administration of the Hollywood United Methodist Church to determine the most appropriate plan and action under the CDC guidelines.

Plan to prevent the spread of COVID-19 and other viruses and diseases:

- We will secure adequate supplies to support hand hygiene, cleaning and sanitizing of objects and surfaces.
- Staff will take every day preventative actions to prevent the spread of illnesses. Including, but not limited to:
  - Appropriate hand washing
  - Intensify cleaning and disinfecting frequently touched surfaces throughout the day
  - Observing masks-optional
  - Intensify disinfecting and cleaning all spaces at the end of each school day
  - Classrooms; bathrooms; floors; carpets; doorknobs; light switches; countertops; chairs; tables; using EPA approved cleaners against viruses
- Cover coughs and sneezes
- Sick children and staff required to stay home
- Staff and children appearing too ill to be at school will not be admitted
- Frequent handwashing
- Group gatherings may be limited if illness number rise and it become recommended by the CDC
- Visitors limited
- Parents will drop off to staff main door. Children will be released to parent/provider from the main school door at pick up time
- Parents will be required to pay a snack fee; director will purchase snacks and staff will distribute during appropriate times. Parents will still provide child's lunch. The staff will make every effort to make a child's birthday celebration special, store purchased cupcakes (allergy friendly, peanut free and dairy free) may be provided by the family for birthday celebrations. Parents invited into the classroom for your child's birthday celebration
- We will close one half-day every two weeks to do an afternoon intense clean. These half-day closings will be indicated on your child's calendar and a reminder will be sent out. We will also close a few times for professional days to do a big clean

**PLAN IF SOMEONE BECOMES ILL AT SCHOOL:**

- Staff member-isolate and separate from the group, intensify cleaning and disinfecting following CDC guidelines. Follow our school policy and MSDE guidelines for return to work. Substitute to come in to cover staff member
- Child-isolate from the group, keep calm and reassured until parent arrives for pick-up. Intensify cleaning and disinfecting of areas the child was in following CDC guidelines. Follow our school police and MSDE guidelines for return to school

**PLAN IF COVID 19 IS CONFIRMED IN A CHILD OR STAFF MEMBER:**

- Parents notified if confirmed case and there was direct exposure at school, anonymity observed.
- In the event of a positive direct exposure COVID/OR OTHER CONCERNING HEALTH THREAT the school will remain open unless multiple (2 or more) positive cases are reported within the same time frame. If multiple cases reported during the same time frame the school will close for 3-5 days for evaluation and cleaning.
- Should the Church, HUMP&K School Board, or the CDC or the MSDE deem it necessary to close longer than 5 days. We will evaluate if we need switch to our virtual program temporarily until everything is put in place to reopen.

**RETURN TO SCHOOL:**

- Staff or child clear of symptoms
- If COVID positive. 5 days quarantined (additional if still displaying fever and other severe symptoms) from school and 5 days masked upon school return