

Hollywood United Methodist Preschool and Kindergarten

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Tami Joy, Director

COVID-19 PLAN

August 13, 2020

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 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 Decision Aid Graphic from 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 and reassure a child who becomes ill at school from the group 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
- Report any COVID-19 cases, possible COVID-19 cases or suspected exposure to our local health department and local office of childcare to be monitored as forth in their guidelines.
- In the event of a closure, temporary or long-term, staff will implement a plan to continue educating students through digital and distance learning. 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.
- 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.
- Wear masks during drop off and pick up or anytime that you are at a school function.
- Take child's temperature at child's drop off and show to staff member at check in, keeping social distancing. Parents are required to provide their own thermometer each day.
- Explain and help your child adjust to wearing masks.
- Teach children to cover coughs or sneezes with a tissue, 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. Virtual options are in place to keep your child up to date with their educational goals.
- 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.
- Follow the Decision Aid Graphic from the Maryland State Department of Education to determine if and how long you should keep your child home.
- 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 as has been done in the past. 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 check list for a smooth drop off procedure.

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
 - Wearing masks
 - Rotating toys used each day; not as many toys will be available
 - 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 the virus that causes COVID 19
 - Outdoor play equipment sanitized after each class.
- Cover coughs and sneezes.
- Sick children and staff required to stay home.
- Staff and child wellness and temperature check prior to admitting to school each day. Anyone displaying a fever, or 2 other COVID symptoms will not be admitted.
- Staggered drop off and pick up to avoid clusters at those times.
- Hands will be washed, or hands sanitized prior to entering the building.
- All staff, parents, and children ages 5 and above to wear masks, ages 3 and 4 highly encouraged, age 2 not recommended by the CDC.
- Practice social distancing as much as possible.
- Classroom size limitations in place following COVID guidelines from MSDE.
- Small group classroom activities will be observed.

- Classes will not intermingle. Rotation on the playground and shared spaces (i.e. bathrooms, Galilee Hall, etc.) will be observed.
- Group gatherings limited.
- Visitors limited. Parents/Visitors will not be allowed in the building except in the event of an emergency.
- Parents will drop off to staff outside at designated meeting area. Staff will walk children outside to parents at the end of the day at designated meeting area. Our plan will be formalized in our beginning of school letter to families.
- We will provide a more “Open Center” Classroom to avoid cluster areas.
- All soft, non-wipeable school supplies will be removed.
- Rest time spaces will be socially distanced.
- Parents will be required to pay a snack fee; director will purchase snacks and staff will distribute during appropriate times. Parents will no longer provide snack for the class. Parents will still provide child’s lunch. The staff will make every effort to make a child’s birthday celebration special, but parents cannot provide outside food and supplies (cupcakes, ice cream, favors, etc.) as has been done in the past.
- The school will close 30 minutes early each day (2:30 pick up instead of 3:00) for daily sanitizing.
- 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.
- Virtual Learning Option: We know that there are several parents who are not comfortable with the in-classroom setting. We will be offering a collaborative Virtual Learning Program that will include You-Tube Learning Videos by your child’s teacher; Weekly take-home supply kits that will include our learning activities of the week; and Zoom class socials. This will also be how our school temporary closure or shutdown will operate.

Plan if someone becomes ill at school:

- Staff member-isolate and separate from the group, intensify cleaning and disinfecting following CDC guidelines. Follow Decision Aid Graphic 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 Decision Aid Graphic for return to school.

Plan if COVID 19 is confirmed in a child or staff member:

- Parents notified, anonymity observed, class will be notified if it was their classroom.
- School will be closed for 14 day to evaluate and eliminate the possible spread and the school to self-quarantine. The school will immediately switch over to our virtual learning program under the direction of your child’s classroom teacher. The last two days of the two weeks will be used for intense cleaning and will be closed to virtual learning.
- Re-opening will happen on the 15th school day after the confirmed cases symptoms began.
- Should the church or the CDC or the MSDE deem it necessary to close. We will switch to virtual learning until safe to return to the classroom (please see more information about virtual learning above).