

Reopening Plans for First Trinity Preschool 2020

The responsible parties for developing protocol for the reopening plan for First Trinity (FT) are the “FT Covid-19 Task Force” members, Debbie Ferrante (First Trinity Preschool (FTP) Director), Dave Shotwell (Task Force Leader), Pauline Shotwell, Renee Gietz (FT Ministry Operations Manager), Renee Sawka, Kathy Figini (FT Office Manager), Mike Zekas (FT Maintenance Director), and Pastor Chuck Whited. Responsible party for the implementation of COVID-19 Protocols is the FTP Faculty and Staff.

Reopening Plans

FTP will put into place the following protocols and procedures that will enhance social distancing and a safe environment for students, faculty and staff. **2's classes will meet from 9 – 11:30 am, 3's and MWF 4's will meet from 9:15 – 11:45 am and M-F 4's class will meet from 9:30 am – 12 pm.**

Mandatory Health Screenings

Health Screening and temperature checks will be implemented daily to all students, faculty, staff and visitors. This will include a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness. Parent/guardian will be asked to confirm that the child does not have a fever, shortness of breath or cough. If their temperature is greater than **100.3** degrees or they exhibit any symptoms upon questioning or visual inspection, they will be asked to return home. A daily screening questionnaire will be asked of all faculty, staff, parents and anyone who enters the building and a daily screening log will be fill out. Health Screening is located in Appendix A at the end of this document. States with travel advisories are subject to change.

All Preschool faculty, staff, volunteers and visitors will enter the building through doors # 5 or 6 only.

Student Drop-off and Pick-up

Families of 2's will drop off students at 9:00 am and pick up at 11:30 am, with all individuals wearing masks. If your 2-year-old cannot tolerate facemask s/he is not required to wear mask upon entering the building. To maintain social distancing, student and their parent/guardian may have to wait to enter the building, either in their car or outside until the foyer is clear. Markers will be put on the floor in hallways and in some areas of the classroom to promote 6 feet social distancing. Always maintaining 6 feet distancing you will:

- enter the building through door #6,
- undergo health screening at designated spot,
- walk upstairs,
- drop off items in cubby,
- drop off child at classroom door **and immediately exit through door #6.**
- **At 11:30 dismissal, teachers will take students to outside door #6 and dismiss from there. Parents will not enter the building at this time.**

Families of 3's will drop off students at 9:15 am and pick up at 11:45 am, with all individuals wearing masks. To maintain social distancing, student and their parent/guardian may have to wait to enter the building, either in their car or outside until the foyer is clear. Markers will be put on the floor in hallways and in some areas of the classroom to promote 6 feet social distancing. Always maintaining 6 feet distancing you will:

- enter the building through door #5,
- undergo health screening at designated spot,
- walk upstairs,
- drop off items in cubby,
- drop off child at classroom door **and immediately exit through door #5.**
- **At 11:45 dismissal, teachers will take students to outside door #5 and dismiss from there. Parents will not enter the building at this time.**

Families of MWF 4's will drop off students at 9:15 am and pick up at 11:45 am, with all individuals wearing masks. To maintain social distancing, student and their parent/guardian may have to wait to enter the building, either in their car or outside until the foyer is clear. Markers will be put on the floor in hallways and in some areas of the classroom to promote 6 feet social distancing. Always maintaining 6 feet distancing you will:

- **enter the building through door #5,**
- undergo health screening at designated spot,
- walk downstairs,
- drop off items at cubby or designated spot,
- drop off student at classroom door **and immediately exit through door #6.**
- **At 11:45 dismissal, teachers will take students to outside door #6 and dismiss from there. Parents will not enter the building at this time.**

Families of M-F 4's will drop off students at 9:30 am and pick up at 12 pm, with all individuals wearing masks. To maintain social distancing, student and their parent/guardian may have to wait to enter the building, either in their car or outside, until the foyer is clear. Markers will be put on the floor in hallways and in some areas of the classroom to promote 6 feet social distancing. Always maintaining 6 feet distancing you will:

- **Enter through door #5,**
- undergo health screening at designated spot,
- walk downstairs,
- drop off items at cubby,
- drop off student at classroom door **and immediately exit through door #6.**
- **At 12 pm dismissal, teachers will take students to outside door #6 and dismiss from there. Parents will not enter the building at this time.**

Facemasks

All staff, parents and students are required to wear appropriate Personal Protective Equipment (PPE) upon entering school facility or grounds. If 2-year-olds cannot tolerate facemasks they will not be required to wear them upon entering the building. Acceptable face coverings include but are not limited to cloth-based face coverings (e.g. homemade sewn, quick cut, bandana), and surgical masks that cover both the mouth and nose. Faculty and staff are required to wear appropriate PPE throughout the school day. Extra masks will be available. Facemasks should be cleaned or replaced after use and must not be shared.

Students are not required to wear facemasks during the school day as it is not considered developmentally appropriate or feasible, and could not be implemented in a safe, consistent manner.

Operational Activity

Self-contained **cohorts** will be established with a small number of children in a group (**up to 7**) that will play together every day during the duration of the COVID-19 emergency to limit potential exposure. Measures will be enacted to help prevent intermingling across cohorts, to the greatest extent possible. Class spaces will be reconfigured to help cohorts practice social distancing with other cohorts. Sanitizing will be performed in between each cohort's use of shared toys or equipment instead of individual use. Materials such as toys, crayons, markers, glue sticks will be shared within the cohort. The items will be separated and cleaned if others outside the cohort use them.

Since the two-year-old classes have 7 children or less we will not divide the class into two cohorts.

After using shared **gym space** and gym toys with other classes, items that are used will be sanitized before the next class uses them. Gymnasium will be offered in a limited use to the public and is subject to the same guidelines required during all other school operations. Students will have access to the gymnasium after public use only after it has been cleaned.

Cubbies shared between children in different classes will be sanitized in between classes.

Snack will not be administered during the 2 ½ hour school day until such time that it is deemed safe and appropriate. Water will be available.

Ventilation with outdoor air will be provided as much as possible, by opening classroom windows as long as weather allows.

Hygiene, cleaning and disinfection

Hand and respiratory hygiene will be taught, promoted and adhered to based on New York State Department of Health (NYSDOH) and Centers for Disease Control and Prevention (CDC) guidelines to all staff, faculty and students. Student will be required to wash hands or use hand sanitizer (60% alcohol) immediately upon entering the classroom, after bathroom use and whenever deemed appropriate by the teacher. Hand sanitizer will be available throughout the building and used only with teacher assistance.

CDC guidelines for hand washing:

- All children, staff, and volunteers will engage in hand hygiene at the following times:
 - Arrival to the facility,
 - Before and after eating or handling food or drink,
 - Before and after diapering,
 - After using the toilet or helping a child use the bathroom,
 - After coming in contact with bodily fluid,
 - After playing outdoors or in sand,
 - After handling garbage.

- Hands will be washed with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol will be used if soap and water are not readily available.
- Children will be supervised when using hand sanitizer to prevent ingestion.
- Children who cannot wash hands alone will be assisted in handwashing.
 - Staff will also wash their hands after assisting children with handwashing.
- Developmentally appropriate [Posters](#) available from CDC, describing handwashing steps will be placed near sinks.
- Respiratory Hygiene will be taught and followed, including covering coughs and sneezes with tissues or the corner of elbow, disposing of soiled tissues immediately after use and washing of hands afterwards.

“Stop the Spread” posters will be posted throughout the building:

https://coronavirus.health.ny.gov/system/files/documents/2020/04/13067_coronavirus_protectyourself_poster_042020.pdf

Regular cleaning and disinfection throughout the school day will include high touch spots such as hand railings, door knobs, light switches, toilet seats, flush knobs and faucets. Daily cleaning and disinfection will be completed by a professional cleaner who has been trained in Covid-19 response cleaning. An electrostatic ionizer and UVC Disinfection cabinet to kill germs will be used regularly.

A complete guideline for First Trinity cleaning protocol is available upon request.

Extracurriculars

When visitors enter the school facility (eg. Therapists, Fireman, Photographer and Dental Hygienist visits) they will be required to go through the mandatory health screening described below, wear a mask and periodically wash hands or hand sanitize as needed. Staff, faculty and visitors will be required to wear masks at all times.

Ice Cream Social, Election Day Bake Sale, Christmas Program, Sunbeam Sunday, and Art Show will be cancelled for the 2020/2021 school year.

No out of school field trips will be taken during the 2020/2021 school year.

In the event that NYS COVID-19 restrictions are lifted anytime throughout the year some of these activities could be reinstated.

Vulnerable Populations

CDC Guidelines:

Based on currently available information and clinical expertise, older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illnesses from COVID-19. To protect those at [higher risk](#), we will practice healthy hygiene behaviors.

- Any staff, faculty or volunteer who are age 65 or older, or with serious underlying health conditions, will be encouraged to talk to their healthcare provider to assess their risk and to determine if they should stay home.
- Information about [COVID-19 in](#) children is somewhat limited, but the information that is available suggests that many children have mild symptoms. However, a small percentage of children have been

reported to have more severe illnesses. Parents of any child with underlying health conditions, are encouraged to consider the risk. Children's Care Plans for underlying health conditions such as an [asthma action plan](#) should be turned into Director and/or Teacher to be followed during the school day if needed.

- Parents of children with disabilities, should share with the Director and Teacher how their child can continue to receive the support they need.

Food Services

We will not be providing a snack during the 2 ½ hours the students are attending. Water will be provided. Students will wash or sanitize hands before and after drinking. Faculty or staff member will wash or sanitize hands before offering cups of water. Cohorts will be social distanced when drinking water.

Mental Health, Behavioral and Emotional Support Services and Programs

Faculty and staff will discuss how to identify, talk with and support students and their families who are having difficulty during this COVID-19 public health emergency.

Communications

Communications will be given through email and ClassTag app, or phone as appropriate, to families, faculty, volunteers, visitors church staff, in regards to adapting to social distancing requirements, properly wearing face coverings, proper hand and respiratory hygiene and plan of action if there is a positive COVID-19 case. Paper documents will be kept to a minimum.

Students will be taught how to follow new COVID-19 protocols safely and correctly while in school. These include but are not limited to hand and respiratory hygiene and social distancing.

Preschool families, faculty, staff and visitors will be encouraged to adhere to CDC and DOH guidance regarding the use of acceptable face coverings when social distancing cannot be maintained.

Containment

Protocols and procedures for how to respond to positive or presumed-positive cases, as well as preventative practices at FTP.

A Contact Tracer from the ECDOH will contact anyone who tests positive for COVID-19. If an individual who has been at FTP test positive, we will give our daily screening logs to the Erie County Department of health (ECDOH) for them to determine who has had close contact with the positive individual and ECDOH will begin contact tracing. (<https://coronavirus.health.ny.gov/new-york-state-contact-tracing>) FTP is not responsible to contact trace. Confidentiality will be maintained as required by federal and state law and regulations.

If an individual becomes symptomatic during the school day, they will be isolated from others and brought into the Directors office or other isolated room with adult supervision. This adult and symptomatic individual will take necessary measures including wearing a PPE. Anyone in contact with symptomatic individual will wash hands after being in contact with them. Parent/guardian will be asked to pick up child at door #6 and contact their health care provider to determine next course of action.

Any individual who tests positive to COVID-19 cannot **return to school** until they have documentation from a health care provider following evaluation, negative COVID-19 diagnostic test result, symptom resolution and released from isolation. We will follow DOH's guidelines from at the following link which includes protocols and policies for faculty and staff seeking to return to work after a suspected or confirmed case of COVID-19 or proximate contact with a person with COVID-19.

(https://coronavirus.health.ny.gov/system/files/documents/2020/06/doh_covid19_publicprivateemployeeereturntowork_053120.pdf)

Individuals who have been exposed to the COVID-19 virus and have not developed symptoms are required to complete a 14-day quarantine before returning to in-person learning in accordance with the Erie County Health Department as stated here:

<https://www2.erie.gov/health/sites/www2.erie.gov.health/files/uploads/pdfs/QuarantineOrders.pdf>

Adherence to and promotion of hygiene, cleaning and disinfection guidance set forth by the NYSDOH and CDC which is described above will be followed.

Protocols and safety measures taken by the school will be shared with all relevant parties including parents/legal guardians, faculty and staff.

Cleaning and disinfecting the building or facility if someone tests positive to COVID-19.

"Cleaning and Disinfecting at First Trinity Church and Preschool" guidelines will be followed. Available upon request.

Closure

If an individual in the preschool becomes sick with COVID-19 the school will be closed for the next school day unless it is the weekend, so proper cleaning and disinfection of the building can take place.

Preschool will close at the request of ECDOH or NYSDOH in the event of a county or state mandate.

If FTP closes for an extended period of time because of COVID-19, instruction, story time, circle time, songs, academics, crafts etc. will be taught and shared via ClassTag app.

I read, understand and will abide by the protocols and procedures that are provided in this document.

Signature

Date

Appendix A

Health Screening

1. Have you or anyone you have had contact with **tested positive for COVID-19** within the last 2 weeks?
2. Have you or anyone you have had contact with **shown symptoms of COVID-19** within the last 2 weeks?
 - Fever (100.4 F, 38 C degrees or higher) 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 or vomiting
 - Diarrhea
3. Have you or anyone you have had contact with been **quarantined due to possible exposure to COVID-19** within the last 2 weeks?
4. Have you or anyone you have had contact with **traveled** to any states on NYS's mandatory quarantine list or outside of the United States, within the last 2 weeks?
5. There will be a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness. Parent/guardian will be asked to confirm that the child does not have fever, shortness of breath or cough.

If your question responses are all NO, your temperature will be checked. If it is less than 100.1 degrees, you will be allowed to enter the building.

You must wear a mask when entering the building.

Thank you for helping us protect the health of you and those around you!

NYS Travel Advisories as of 8/25/2020

Alabama
Arkansas
California
Florida
Georgia
Guam
Hawaii
Idaho
Illinois
Indiana
Iowa

Kansas
Kentucky
Louisiana
Minnesota
Mississippi
Missouri
Nebraska
Nevada
North Carolina
North Dakota

Oklahoma
Puerto Rico
South Carolina
South Dakota
Tennessee
Texas
Utah
Virgin Islands
Virginia
Wisconsin