

Incarnation Preschool  
Health and Safety Plan/COVID-19 Preparedness Plan for Families  
2021-22 School Year  
(rev 2/28/2022)

*Please note that this is a fluid document and updates/changes will added here throughout the year. Families will be notified of changes.*

Updates (2/28/2022)

Masks are now optional for preschoolers and families at preschool. Additional guidelines are below:

1. At this time, preschool staff is still required to wear masks according to the staff policy set by Incarnation Lutheran Church.
2. Masks are strongly recommended to all who enter Incarnation Lutheran Church (that includes preschoolers and preschool family members).
3. We will be monitoring absences. If our weekly absence rate is above 5% (as a whole, not per class) for reasons of positive cases of Covid or symptoms consistent with Covid, masking will be temporarily required for the following week. Kirsten will email all classes on Fridays by 5pm IF masking will be necessary the following week of school.
4. All our current isolation/quarantine/testing policies are still in effect.

Updates (1/19/2022)

If a Child Tests Positive for Covid-19

- Notify the Preschool Director
- Remain home for 5 days (Day 0 is first day of symptoms)
- Stay home until fever free for 24 hours and symptoms are improving
- Return on Day 6 if fever free for 24 hours, symptoms improving, and proof of negative Covid test (regardless of vaccination status)

If Exposed To a Confirmed Case of Covid-19

- Notify the Preschool Director if the exposure was outside of our school setting; Preschool Director will notify you if there was an exposure in your child's classroom.
- No need to quarantine if your child had a confirmed case of Covid-19 themselves in last 90 days (with proof)
- No need to quarantine if vaccination proof is provided and fever/symptom free. Highly encouraged to test after 5 days.
- If unvaccinated, quarantine for 5 days, watch for symptoms, and provide negative test before returning.

Other

- We recommend children and staff use kn95 masks if you have them.
- Incarnation Preschool reserves the right to delay the return of a class if necessary due to possible staffing shortages.

- Parents that are uncomfortable with having their children do Covid tests and refuse to do them are required to keep them home 14 days after exposure.
- Families will continue to be notified when there is an exposure in their child's class.
- Parents are always welcome to keep their child home when they do not feel comfortable sending them to school.-Director will be collecting and filing info into child files about vaccine cards and negative test results as necessary.

The safety of our students and staff at Incarnation Preschool is always our primary concern. Our goal is to provide an optimal learning environment which includes the highest possible level of cleanliness. As such, Incarnation Preschool, in consultation with the Department of Human Services and the licensing division, the Centers for Disease Control (CDC), and local guidelines, has developed policies for program participation at our school. All individuals will abide by the following plan. This plan will remain fluid in order to adjust to changing circumstances and advice from the CDC, as well as state and federal authorities. Incarnation Preschool is providing its best effort to create a safe environment for its students. Incarnation Preschool reserves the right to have tighter participation and quarantine policies during the pandemic. This Health and Safety Plan does not express any guarantee, promise, or assurance, or represent 100% effectiveness against the spread of disease. We look at the guidelines set forth by the CDC, state, and federal authorities in making our decisions, and this plan can only be effective with everyone's willingness to follow it.

### **Participation Restrictions**

Students/Staff who are exhibiting any symptoms of COVID-19 or any other contagious diseases are prohibited from attending classes in person. If a member of a student's household has a confirmed case of Covid-19 or is exhibiting symptoms of COVID-19, the student is prohibited from attending in person until their quarantine period has ended. If a student is displaying symptoms of other contagious diseases (proven not to be from Covid-19), the student is prohibited from attending classes in person until their symptoms have improved. The "Decision Tree for People with COVID Symptoms in Youth, Student, and Child Care Programs" document (<https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf>) may assist your family in your own decision making. We have used it as a resource in making our decisions.

For safety reasons, we cannot grant entrance or class participation to anyone:

- With COVID-19,
- With symptoms of COVID-19,
- Who has been exposed to someone with COVID-19

### **Quarantine Policy**

- Students/staff that are exposed to COVID-19 or test positive themselves, must notify the Preschool Director and quarantine for 14 days from exposure. Staff have been approved to return to work after testing negative after 5-7 days and are symptom free (this follows Incarnation's overall staff policy).

- In the event that a child that tests positive for COVID-19 exposes an entire classroom(s) to COVID-19, members of the classroom will need to quarantine for 14 days. The room will be thoroughly cleaned before used again by another group.

### **Masks and Personal Protective Equipment**

- Incarnation Preschool children and their family members will follow our policy that masks will be required for everyone in the building ages 2 and up.
- Families and children are to come with their own masks. It is suggested that you put an extra mask in your child's backpack in the event that your child likes to suck/chew on it. We will have extra masks in the Preschool office if you forget them.
- Children are encouraged to be able put on/off the mask on their own. It should be worn in the correct way, covering the child's nose and mouth. It must not become a "distraction" during class.
- Staff will try NOT to touch or assist with masks. This is to minimize touching and exposure.
- The Preschool Committee has decided to make vaccinations/boosters mandatory for preschool staff members. Staff is welcome to wear as much personal protective equipment as they feel comfortable doing in order to keep themselves safe.
- Masks should be laundered after use each day (or use a different one each day).

### **Drop Off**

Prior to coming to school, families must perform a daily health check at home which includes:

- A visual inspection of the child for signs of illness and a temperature check.
- If a child presents a temperature of 100.0°F or above, they are not allowed at school.

Families will park in the parking lot and walk their children to their classroom.

- Students must be dropped off no earlier than 5 minutes prior to their scheduled class. This is to avoid unnecessary exposure and too many people congregating in the preschool hallway.
- Preschool Family Members and Carpool Drivers: Masks are required, regardless of vaccination status, for all persons entering the building ages 2 and above.
- Staff may ask for verbal confirmation from parent/guardian at the classroom door that the child does not have a fever, shortness of breath, cough, or other symptoms.
- Families may not leave until their child is successfully admitted and is with a preschool staff member.
- We encourage families that wish to talk or socialize with each other to do so away from the preschool hallway and to follow social distancing guidelines.
- A student will not be allowed to stay if they present at least two of these COVID symptoms:
  - Active cough,
  - Shortness of breath,
  - Headache,
  - Fever,
  - Sore throat,

- Repeated shaking with chills, or
- Loss of taste or smell.

### **Dismissal/Pick Up**

- Please arrive at the parking lot at least 5 minutes before the scheduled class end time to be ready to pick up your child at dismissal time outside at the playground or when they exit the building at door #2.
- When there is inclement weather, children will be dismissed from door #2. Please wait in your vehicles until you see your child's teacher dismissing from the door.
- Families will need to park in the parking lot and walk up to the class to obtain their child at dismissal areas.
- Families are required to follow all masking and social distancing guidelines when on church property.

### **Personal Belongings**

- As we learned during the pandemic and 2020-21 school year, preschoolers are very capable of being self-sufficient. We encourage families at drop off to initially help teach your child how to do their "jobs" when they arrive (put bags away, hang up coats, wash hands, and check in). This process also helps eliminate possible cross contamination among families, children and staff.
- Each child will place their backpack/bag in their cubby. Those children that have lunch with their class, will keep their lunches in their cubby until it is time for lunch.
- Children are encouraged not to touch their mask too much during the day.

### **Class Activities and Safety Measures**

- Handwashing will be a priority at school. We strongly encourage families to work at home with their children on how to properly wash their hands independently.
- Social distance markers will be placed on the floor so that children will learn where to stand or sit.
- Every attempt will be made to give children their own art supplies to use during class. When a child is done with their items, they will be placed in a separate bin to be cleaned and sanitized.
- Usual activities such as water play, sand play and dress up clothes will be suspended. The items used in the room need to be cleaned easily and daily. Note: Families will be asked to supply playdough for their own child's use at school. It will be stored in a Ziploc with the child's name.
- Your child's class can use their own classroom, the playground, outside church areas and various other rooms in the building as needed.
- Under current recommendations, efforts will be made for classes to remain separated (commonly referred to as "cohorting"), however this may not always be possible. The exception to this policy is when we play outside.

## **Snack and Lunch**

- Children will be spaced out as much as we can at the tables. Masks will be removed while eating and placed on their chairs behind their backs. Upon finishing eating, children will put their masks back on.
- All snacks will be served by staff passing it out. (In the past we have encouraged “family style” serving where children share child size pitchers and pour their own drinks. This practice is suspended for now.)
- All hand washing and glove procedures will be used by staff.
- All staff and children will wash hands before and after snack or lunch.
- Lunches may be brought in reusable lunch bags and containers. We encourage families to clean them out after school each day.
- Reusable water bottles are not allowed. Staff will serve water and milk.

## **Other**

- The Preschool received a generous donation of an air purification system that attaches to the HVAC system in the building. This was donated specifically for use in the Preschool hallway. It was installed in January of 2021.
- All preschool staff will undergo an at-home health screening prior to coming to work each day.
- Classrooms will be cleaned extensively each day. This includes sanitizing high touch areas and items during class. Classrooms that have a morning and afternoon class will be cleaned between the class sessions.
- Families are allowed in the building at this time for daily drop off, Classroom Visit Days, and Conference Days. Family members must follow our masking guidelines.
- Birthday Celebrations: Families will not be allowed to visit for birthday celebrations in the classrooms. Celebrations will take place with teachers and classmates.
- Field trips are on hold during the 2021-22 school year. Our usual trip locations are not even offering visits yet. We are looking into have some in-house visitors if it is deemed safe to do so.
- Visitors/Volunteers: At the current time, we will not be allowing any volunteers or visitors into the classrooms (except on Parent-Child Visits the first week of September).
- Christmas Programs and End of the Year Programs will only be held if it is safe to do so and will follow current church policies and health recommendations.
- In the event of a complete COVID shutdown ordered by the school, church or state authorities, tuition will be stopped with the following payment processing month. It will resume when the order is lifted and we can return to school. Decisions would be made at the time of the shutdown if an online alternative would be available.
- If a child is excluded from school due to testing positive of COVID, symptoms of COVID, or a possible COVID exposure in preschool or outside sources, there will be no reduction or refund in tuition. Optional: Staff will collect any projects/items that can be sent home and families may pick these items up at school at an arranged time.