

# Pandemic Policy

COVID-19 RESPONSE  
WVCS PRESCHOOL

# Contents

Introduction .....	2
Social Distancing Strategies .....	2
Guideline for onset of illness at WVCS Preschool.....	2
Child .....	2
Employee .....	2
Guidelines for onset of illness while at home.....	2
Child .....	2
Employee .....	3
Children/Staff who have had close contact with a person with symptoms or diagnosed with COVID-19 .....	3
Children/Staff with COVID-19 who have home isolated can stop isolation with these conditions .....	3
If WVCS Preschool has a case of COVID-19.....	3
Health Screening of Children/Staff .....	4
Child .....	4
Staff member .....	4
Arrival of children.....	4
Arrival of Staff .....	5
Departure of Staff .....	5
Various times of the day .....	5
Midday cleaning.....	5
Soft surface Cleaning .....	5
Laundry .....	5
Clean and Sanitize Toys.....	5
Holding a Child .....	6
Hand washing.....	6
Alcohol based sanitizers.....	6
Respiratory Hygiene.....	6
Eliminating transmission points.....	6
Meetings of Staff and Families.....	7
Essential functions and reliance that the community may need us for our services .....	7
Center Family/Staff Communication Plan.....	7
Determine how WVCS Preschool will operate if absenteeism spikes amongst staff.....	7
Tuition .....	7
Acknowledgement of Risk Waiver .....	7

## Introduction

The virus is thought to spread primarily from person-to-person.

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- Some studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Knowing these facts, WVCS Preschool has implemented new safety measures for families, children and teachers to follow so that we are an important part of reducing the spread and keeping everyone as healthy as possible. These measures are in addition to what is stated in the [parent handbook](#) and K-8 policies.

## Social Distancing Strategies

WVCS Preschool staff and families will work with ADHS, CDC, MCHS, the American Academy of Pediatrics, and local health officials to determine a set of strategies appropriate for our center. We will use preparedness strategies and consider the following social distancing strategies that may/may not be implemented at some point of time during COVID-19.

- Whenever possible, our classes should include the same group each day, and the same childcare providers should remain with the same group each day.
- Cancel, postpone, or modify special events such as festivals, holiday events, and special performances.
- Consider whether to alter or halt daily group activities that may promote transmission.
  - Keep each group of children in a separate room whenever possible.
  - Limit the mixing of children, such as staggering playground times and keeping groups separate for special activities such as cooking classes and library.

## Guideline for onset of illness at WVCS Preschool

### Child

- If a child becomes sick during the day, the teacher will transition child to the office, where the child will be kept comfortable until the family can arrive.
- The family will immediately be called and a request for immediate pick up will be made.

### Employee

- Employees who appear to have [symptoms](#) (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day should immediately be separated from others and be sent home.
- If an employee is confirmed to have COVID-19 infection, administration may inform parents, fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the [Americans with Disabilities Act \(ADA\)](#). The fellow employees and families should then self-monitor for [symptoms](#) (i.e., fever, cough, or shortness of breath).

## Guidelines for onset of illness while at home

### Child

- If a child becomes sick at home with any symptoms, cough, fever, muscle aches, generally not feeling well, we ask that you notify us and keep your child at home. Follow our current illness policy to understand the return to school policy.
- If symptoms are consistent with COVID-19, please phone your child's pediatrician and ask for guidance. Please phone us and share that guidance so that WVCS Preschool will know how to proceed with our next steps of notifying the proper and required people, and/or authorities.

- Disinfectants and sanitizers should be left on surfaces to air dry and not be wiped off. Consult the manufacturer label for more instructions.

## Employee

- Notify your supervisor and stay home. Most people with COVID-19 have mild illness and are able to recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- Sick employees should contact their doctor and follow [CDC-recommended steps](#). Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.
- Stay away from others as much as possible. You should stay in a specific “sick room” and away from other people and pets in your home. Use a separate bathroom, if available.
- If you develop emergency warning signs for COVID-19 get medical attention immediately. Emergency warning signs include:
  - Trouble breathing
  - Persistent pain or pressure in the chest
  - New confusion or inability to arouse
  - Bluish lips or face

## Children/Staff who have had close contact with a person with symptoms or diagnosed with COVID-19

- If caring for a sick household member, follow recommended precautions and monitor your own health.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC recommended precautions.
- Children who are well but who have a sick family member at home with COVID-19 should quarantine at home until approved to return to school by a physician.

## Children/Staff with COVID-19 who have home isolated can stop isolation with these conditions

- If a test will not be administered to determine if you are still contagious, children and staff can return to WVCS Preschool after these four things have happened:
  - No fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers)
  - Other symptoms have ceased (cough, shortness of breath, etc.)
  - If multiple symptoms were present, at least 7 days have passed since symptoms first appeared
  - A physician has approved the child to return to school

## If WVCS Preschool has a case of COVID-19

- WVCS Preschool will notify families and staff of the exposure.
- WVCS Preschool will report the confirmed case to the local health department and follow their specific guidelines.
- Determine the date of symptom onset for the child/staff member.
- Determine if the child/staff member attended/worked at the program while symptomatic or during the 2 days before symptoms began.
- Identify what days the child/staff member attended/worked during that time.
- Determine who had close contact with the child/staff member at the program during those days.
- Close off areas used by the individuals with COVID-19 until sanitation/disinfection occurs.
- Parents may choose to exclude their children who are determined to have had close contact with the affected child/staff member for 14 days after the last day they had contact with the affected child/staff member. There is no reduction of tuition for this time period.
- Wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets.
  - Open outside doors and windows to increase air circulation in the area.

- Clean and disinfect all areas used by the sick person, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, and remote controls.
- If more than 7 days since the sick person visited or used the facility, additional cleaning and disinfection is not necessary.
- Continue routine cleaning and disinfection.
- When cleaning
  - Wear disposable gloves for all tasks in the cleaning process, including handling trash.
  - Gloves should be removed carefully to avoid contamination of the wearer and the surrounding area.
  - Wash your hands often with soap and water for 20 seconds. Always wash immediately after removing gloves and after contact with a sick person.

## Health Screening of Children/Staff

- Families are requested to take their child's temperature before they arrive at school and to keep the child home if there's a temperature of 99.6 degrees or greater. Children must be fever free for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers) before returning to preschool.
- All children and staff are required to be screened for any observable illness, including cough or respiratory distress, and to confirm temperature below 99.6 degrees upon arrival every day until further notice.

### Child

- Perform hand hygiene upon arrival in the classroom.
- Check each child's temperature upon arrival. At WVCS Preschool, a fever is considered 99.6 degrees.
- Thermometer must be disinfected before and after use unless a non-contact thermometer is used.

### Staff member

- Staff are expected to arrive at least 5-10 minutes earlier than their scheduled shift and conduct the daily health screening.
- Faculty, staff, and volunteers are encouraged to wear face covering when social distancing (6 feet) is not possible.

### Arrival of children

- Adults who enter the facility, including parents, are requested to wear a face covering or maintain a distance of 6 feet from other adults.
- Parents will not enter classrooms but will transition their child to/from the teacher at the classroom door. Parents will make sure the teacher confirms the arrival or departure of the child by making verbal contact with the teacher.
- If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk for [severe illness from COVID-19](#).
- For children, face coverings are optional. Parents are encouraged to teach their child the necessary steps to properly wear a face covering.
- Staff will check and record each child's temperature upon arrival. The recording will be for the sole purpose of establishing a baseline of body temperature for the child.
- If a child has two or more of the identified symptoms set by the [CDC guidance](#), the child will not be permitted to attend.
- Child will wash hands once in the classroom.
- Staff will take child's belongings and place in cubby.
- Children will only be allowed a sheet, blanket, and stuffed toy from home but other personal belongings are discouraged. Once brought from home, bedding will be laundered at the facility.
- Car seats may not be left at the center.

## Arrival of Staff

- Bring into the center as little as you possibly will need for the day.
- Wash hands immediately upon arrival in the classroom.
- Conduct the daily health screening.
- Secure personal items away from children.

## Departure of Staff

Once all children have departed and center is cleaned

- Wash hands.
- Take all belongings home daily.

## Various times of the day

- All blankets, extra clothes are to stay at the center to reduce the transmission of COVID-19 from home to school.
- Keep classroom size as small as possible and avoid combining with other classes.
- At nap time, ensure that children's mats are spaced out as much as possible, ideally 6 feet apart. Continue to practice head to toe in order to further reduce the potential for viral spread. *Masks are not worn at nap time.*

## Midday cleaning

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use disinfectant. Follow the instructions on the label to ensure safe and effective use of the product.
- Keeping surface wet for a period of time one-ten minutes.
- Use precautions, such as wearing gloves, during use of product.

## Soft surface Cleaning

For soft surfaces such as carpeted floor and rugs

- Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
- Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

## Laundry

For clothing, towels, linens and other items

- Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
- Wear disposable gloves when handling dirty laundry from a person who is sick.
- Dirty laundry from a person who is sick can be washed with other items.
- Do not shake dirty laundry.
- Clean and disinfect laundry baskets according to guidance above for surfaces.
- Remove gloves and wash hands right away.

## Clean and Sanitize Toys

- Toys that cannot be cleaned and sanitized should not be used.
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize, and air-dry.
- Be mindful of items more likely to be placed in a child's mouth, like play food, dishes, and utensils.
- Machine washable cloth toys are not to be used during COVID-19 or must be laundered as soon as a child finishes playing with it. Any stuffed object can be used by one child only until laundered.
- Set aside toys that need to be cleaned. Place in a dish pan with soapy water or put in a separate container marked for "To Be Cleaned." Keep dish pan and water out of reach from children to prevent risk of drowning. Washing with soapy water is the ideal method for cleaning. Try to have enough toys so that the toys can be rotated through cleanings.

- Children’s books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.

## Holding a Child

It is important to comfort crying, sad, and/or anxious children, and they often need to be held. To the extent possible, when holding very young children

- Staff should wash their hands, neck, and anywhere touched by a child’s secretions.
- Staff should change the child’s clothes if secretions are on the child’s clothes.
- Contaminated clothes should be placed in a plastic bag or washed in a washing machine.
- Children and staff should have multiple changes of clothes on hand in the childcare center.

## Hand washing

All children, staff, and volunteers should engage in hand hygiene at the following times

- Arrival to the facility and after breaks
- Before and after preparing food or drinks
- Before and after eating or handling food
- Before and after administering medication or medical ointment
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid
- After handling animals or cleaning up animal waste
- After playing outdoors or in sand
- After handling garbage
- After blowing one’s nose, coughing, or sneezing
- After using the restroom
- Before coming in contact with any child
- After touching or cleaning surfaces that may be contaminated
- After using shared equipment like toys, computer keyboards, mouse, scissors, pens. etc.
- All staff and children must adhere to regular hand washing with soap and water for at least 20 seconds
  - Turn water on and wet hands, remove from water
  - Add soap to hands and create friction to make bubbles
  - Scrub for 20 seconds, sing Happy Birthday or ABC’s
  - Rinse hands under running water
  - Dry hands with single use paper towels
  - Turn off faucet with paper towels

## Alcohol based sanitizers

Use of an alcohol-based hand sanitizer should only be practiced when soap and water method is not available.

## Respiratory Hygiene

- Staff and children should cover coughs and sneezes with tissues or in their shirt.
- Dispose of soiled tissues immediately after use.

## Eliminating transmission points

- Reduce common touch points by opening internal doors where possible.
- Install foot pedal disposal receptacle or remove lids that require contact to open for non-hazardous waste containers unless doing so creates an unsanitary environment.
- Frequent cleaning of all touch points.
- Secure all secondary doors and access points to minimize incidental contact.
- Recommended to provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down.
- Staff should not share phones, desks, or other work tools and equipment, when possible. If shared, clean and disinfect equipment before and after use.

- Employees should clean their personal workspace at the beginning and the end of every shift.
- If a sick employee is suspected or confirmed to have COVID-19, follow the [CDC cleaning and disinfection guidelines](#).

## Meetings of Staff and Families

Events and meetings that require close contact should be conducted by non in-person methods during COVID-19 or maintain social distancing of at least 6 feet between participants.

## Essential functions and reliance that the community may need us for our services

- WVCS Preschool is prepared to change our business practice to maintain critical operations that may include enrolling on a temporary basis, children of various ages of essential personnel.
- WVCS Preschool will identify alternate supply chains for critical goods and services. Some good and services may be in higher demand or unavailable. If for some reason there is not adequate PPE for a child care center, cleaning supplies, paper supplies, the director or his designee will close the center until proper materials have arrived
  - Currently, the best defense to COVID-19 is hand washing. Using gloves all day everyday could become the false security. Therefore, gloved hands will be reserved for the following times
    - Universal Precautions
    - Nose blowing
    - Garbage removal
- The Director or his designee will communicate often with companies including fire and safety that enter the building about the importance of sick employees staying home.
  - WVCS Preschool procedure for these persons to enter the building
    - Visitors conducting business must wear a mask.
    - Director or his designee will take visitors temperature.

## Center Family/Staff Communication Plan

- Communication is important for all center staff and families. Regular communication will continue through email by the director, Remind by the teachers, as well as face to face.

## Determine how WVCS Preschool will operate if absenteeism spikes amongst staff

While assuring that same staff person is to remain with the same children over the course of the day it is understandable that absenteeism may increase in employees, those who stay home to care for sick family members, and those who must stay home to watch their children if dismissed from childcare programs and K-12 schools.

- WVCS Preschool will plan to monitor and respond to absenteeism at the workplace to provide consistency for families and children.
- Implement plans to continue our essential business functions in case we experience higher than usual absenteeism.
- Cross-train staff to perform essential functions so the workplace can operate even if key employees are absent.

## Tuition

Tuition will be collected when WVCS Preschool is open and operating. If a child is absent due to illness or quarantine precautions, tuition will be maintained to keep the child's spot reserved in the classroom.

## Acknowledgement of Risk Waiver

Following advice from ACSI and Church Mutual, the schools insurance provider, WVCS is asking all families to sign a limited release of liability waiver in order to ensure that families have reviewed the Campus Readiness Plan and acknowledge implicit risks within the plan. A copy of that waiver is included within this information.

**Acknowledgment of Risk and Waiver of Liability Relating to Coronavirus/COVID-19**

West Valley Christian School (WVCS) is hereby providing notice to me/us that it currently intends to open its educational and school program for the 2020-21 school year. I/we understand that WVCS cannot protect my child/student and/or me from risks which may be encountered as a result of my child attending WVCS. I/we realize there are natural, mechanical, and environmental conditions and hazards which independently or in combination with any activities engaged in while participating in this program may result in the exposure to certain risks including exposure to coronavirus (COVID-19), or other biological agents, virus or similar bacteriological agents, and the risk of being quarantined, or illness that may result in medical care, hospitalization or death.

I/we hereby state that I, on behalf of my child/student and myself, am an adult, over the age of 18, and legally competent to sign this form. I/we understand these inherent risks and dangers involved with participation in the school providing its educational program and acknowledge the existence of risks which are not obvious or predictable, and hereby intend this release to extend to injury or loss which results from both obvious or predictable risks, as well as risks that are unpredictable and not obvious and to extend to myself and my child/student, as applicable.

In consideration of myself and my/our child/student participating West Valley Christian School's educational and school program, I/we, and any legal representatives, heirs and assigns, hereby release, waive, and discharge West Valley Christian School, its officers, directors, employees, agents, and representatives from any and all liability for any and all loss or damage, and any claim or damages resulting therefrom, on account of any injury, illness or exposure to and/or contracting the corona virus (COVID19) or other biological agents, virus or similar bacteriological agent by me or my/our child/student's attendance at and participation in West Valley Christian School's educational program, including any medical expenses, injury and/or death.

I/we agree to indemnify West Valley Christian School, its officers, directors, employees, agents, and representatives from any loss, liability, damage, or cost that may be incurred due to my child/student's participation in the aforementioned program, whether caused by negligence of West Valley Christian School, or otherwise. I fully understand, on my own behalf and on behalf of my child/student the risks associated with the aforementioned participation and assume any risk associated therewith. This notice, release and indemnity agreement contains the entire agreement between and among the parties hereto, and the terms of this release are contractual and not a mere recital.

The parties to this agreement hereby agree that the interpretation and enforceability of this release shall be governed by the laws of the State of Arizona. I/we expressly agree that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by applicable laws, and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect. I/we understand that by signing this agreement I am giving up on behalf of my child/student and myself certain legal rights and remedies including the right for my child/student and/or myself to recover damages in the event of death, personal and/or bodily injury of any kind, property loss or damage, expenses of any nature whatsoever including attorney's fees, and other losses that my student(s) or that I may sustain in association with my child's participation in the West Valley Christian School's educational program.

By signing below I am attesting that I have read the West Valley Christian Schools Campus Readiness Plan and that I will not send my student(s) to school if they have any of the following symptoms: Fever of 100 degrees or higher, cough or shortness of breath, chills or repeated shaking with chills, muscle pain, sore throat, new loss of smell or taste, body aches/fatigue. My signature also acknowledges that I am aware that if my child is vulnerable to respiratory illness that they should wear a mask when attending school.

I/WE HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW AND UNDERSTAND THE CONTENTS THEREOF. I/WE SIGN THIS RELEASE VOLUNTARILY AS MY OWN FREE ACT WITH FULL KNOWLEDGE OF ITS SIGNIFICANCE, INTENDING TO BE LEGALLY BOUND THEREBY.

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_