

St. Matthew School is committed to providing a safe and healthy environment for the children and staff of our Pre-Kindergarten. The following protocols have been developed in adherence to the CDC guidelines and DHS standards.

Procedures for Arrival and Dismissal

Arrival

1. Weather-permitting, students may be brought to the small parking lot behind the gym. If raining, this will take place under the foyer. Parents may park in the large parking and walk their child over to that area (be very mindful of traffic). **No parking along Wellington Street.** That is a drop-off line for students of other grades and parents should not be exiting the cars there.
2. Please remain with your child (social distancing from other parents) until a staff member meets and screens your child for signs of illness and takes his/her temperature (using a touch-free thermometer) before entering the building.
3. Once inside, a second staff member will sanitize your child's hands and escort him/her to the classroom.
4. The child will be assisted in hanging up belongings in an individual bag.

Dismissal

1. A staff person will help the child to gather up belongings and assist the child in sanitizing hands before escorting them from the building.
2. Weather-permitting, students will be brought to the small parking lot behind the gym to hand off to the parent or designee. If raining, this will take place under the foyer. Remember to keep social distance while waiting.

Special Considerations

- Please note that any child or staff member with a fever over 100.4 will not be admitted into school. Children and staff will need to be home for a period of 72 hours fever free in order to return to the center. If you child has a diagnosed illness not related to COVID-19, he/she may return to school when 48 hours fever free **with a doctor's note stating the nature of the illness.** St. Matthew School has the right to refuse service to any child displaying the following symptoms: Flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity, fatigue, extreme fussiness, coughing or shortness of breath.
- Stuffed animals and other belongings from home will not be permitted in school. Please make accommodations to send meals and snacks in labeled brown paper bags or disposable plastic bags. No lunch bags will be permitted in school for the time being. Please refrain from sending food that needs to be warmed and from using containers that need to be sent home.

Policy and Procedure for a Sick Child and/or a Staff Member

Infection Control:

1. Perform temperature checks for children and staff as needed.
Monitor children throughout the day for signs of runny nose, cough, **fever of 100.4 or higher**, or gastrointestinal symptoms, rash, redness to eyes and lips that may develop during the day.
2. St. Matthew School will have a dedicated spaced provided and out of the classroom where a staff member can care for a sick child while being separated from others until a family member can come pick up within **one hour**.
3. During the time of the child's isolation an appointed staff member will wear gloves and a face mask and a face mask will be placed on the child who is sick. The child's belongings will be placed in a plastic bag and the staff member, the child, and the child's belongings will go to the designated space along with his/her mat and a toy or book.
4. The sick child will use a separate bathroom from others. The bathroom will be wiped down after use.
5. A family member will pick up the child at the office. The family member will call the office (215 333-3142) to let staff know of their arrival and the staff member will bring the child to the designated family member.
6. After the sick child exits the school building, the isolation room will be disinfected and sanitized.
7. The children from the class of the student who is sick will be relocated to the outside play area. When entering back into the school, each child will wash his/her hands before returning to the classroom.
8. While the children are not in their classroom, the classroom will be sanitized.
9. If there is a positive case of COVID-19 in a child or adult who had been present in the school, St. Matthew School will inform the Office of Child Development by contacting the appropriate Regional Office of Certification and contact the Department of Health for further guidance.
10. If there is a positive of COVID-19 in a child or adult who was present in the classroom, St. Matthew Pre-K will shut down for 72 hours.

If COVID-19 is confirmed in a child or staff member:

- Close off areas used by the person who is sick
- Open outside doors and windows to increase air circulation in the areas.
- Wait up to 24 hours or as long as possible before cleaning and disinfecting to allow respiratory droplets to settle; then clean and disinfect
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms and common areas.
- If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary
 - Continue routine cleaning and disinfection
 - Protocols taken from CDC guideline

Staff Illness:

1. Stay home if staff member is ill with fever of 100.4 or higher, cough, sore throat, shortness of breath, rash, redness to eyes or lips **OR** if they have been in contact with a person or a child who has tested positive for COVID-19.
2. Perform temperature checks when beginning the school day and at mid-day.
3. Staff arriving with fever or symptoms will be sent home.
4. Documentation of absence symptoms.
5. Report any respiratory symptoms or any other symptoms that develop during the day.
6. If a staff member becomes ill and/or has a fever during the day, she must leave the building.

Return to School for Staff and Children with Suspected or Confirmed COVID-19 -Based on CDC Guidelines for COVID-19

- **Symptomatic staff or child with suspected or confirmed COVID-19**
(Either of the two following strategies is acceptable)

Symptom-based strategy: Exclude from school until:

- At least 3 days (72 hours) have passed since *recovery* defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiration symptoms **and**,
- At least 10 days have passed *since symptoms first appeared*

Test-based strategy: Exclude from school until:

- Resolution of fever without the use of fever-reducing medications **and**
- Improvement in respiratory symptoms **and**
- Negative results of COVID-19 diagnostic test

- **Staff or Child with laboratory-confirmed COVID-19 who has not had any symptoms**
(Either of the two following strategies is acceptable)

Time-based strategy. Exclude from school until:

- 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms. If they develop symptoms, then the *symptom-based or test based strategy* should be used.

Test-based strategy: Exclude from school until:

- Negative test results of COVID-19 diagnostic test

If Staff or Child had COVID-19 ruled out and have an alternate diagnosis (e.g. test positive for influenza), criteria for return to work should be based on that diagnosis.

Inside the Classroom

- **Classrooms and Instruction**

- The classrooms will be supplied with hand sanitizer, disposable masks, gloves and cleaning solutions for surfaces as well as carpets

- The classrooms will be disinfected throughout the day and each night

- The classrooms will look very much the same as they have in the past; there will be circle time area and centers and tables for group activities. The largest difference will be:

- Smaller number of students in the classroom

- Students will stay in cohorts and will not mingle with other classes

- Handwashing will take place every time the children leave the room

- No adults will be in the classroom other than the teacher and teacher assistant.

- If another adult must enter the classroom, he/she will be masked and will sanitize hands upon entering and leaving the classroom.

- Choices of materials will be limited and all reusable materials will be sanitized daily

- Centers will be limited to 2 or 3 children each

- Children will sit 4 to a table

- Teacher and students are mandated by PDE to wear a face mask throughout the day.

- The child may remove the mask when eating/drinking and during 'mask breaks.'

- There will be singing and dancing and discovery learning both indoors and out.

Other Helpful Information

- A virtual parent meeting will be set up for early September. Date/time to follow.
- An in-person 'meet and greet' with the children and parents will take place on Sunday, September 13. Times will be given via e-mail in early September.
- The preferred method of communication with the teacher is Class Dojo. Information on this will be given at the parent meeting.