



9/21/20

Dear Parents,

Below is our most current plan based on local, state, and federal guidelines pertaining to COVID-19. We ask that you keep in mind that the situation is constantly changing, and we must remain adaptable to meet the needs of our community while keeping the safety and health of our children, families, teachers, staff, and volunteers as our highest priority. Please review the plan carefully and discuss it with any caregivers that may be involved in your child's drop off, pick up, or after hours care.

### **Health Considerations**

Given the nature of COVID-19 and its unpredictability, we ask that all families think carefully about the following health considerations before attending the Preschool program. It is our recommendation that, if any of these apply to your child or any member of your immediate family, you refrain from sending your child to school:

- Suffers from any chronic health conditions or underlying risk factors, unless cleared by a doctor.
- Currently has symptoms of fever, shortness of breath, breathing difficulty, new loss of taste or smell, cough, or any other questionable medical issues.
- Has been in contact with someone who has tested positive for COVID-19.
- Has you been tested for COVID-19 and is awaiting results or has received positive results.
- Has travelled outside the country in the last 14 days.
- Has travelled within the United States by plane, train, or bus in the last 14 days.

Additionally, given the concerns about how COVID-19 affects those who are 65 years or older, families may want to consider making alternate drop off and pick up arrangements for their children if grandparents have typically been involved.

### **Daily Drop Off Procedures**

In order to facilitate a safe drop off for every family with minimal daily traffic inside the building, we will be utilizing a staggered start time as well as a car drop off and pick up line in the school parking lot. Please see the Arrival & Dismissal Process for more information. All families will be asked to follow the procedures outlined below:

1. Parents/caregivers will check their child into their class using the MomentPath app each day before entering the walk-up arrival line.
2. Classes are designated a specific entrance for arrival & dismissal.
3. Staff will conduct a brief visual health assessment while the child is still with their parent.

4. The enrolled child's temperature will be assessed using a non-contact thermometer and, if necessary, verified with an ear thermometer. \*
5. If child's temperature is below 100.4, Staff will assist the child into the building with his/her belongings.

*\* If the child's temperature is 100.4 F or above, the child will not be allowed to attend class. They will be asked to stay home until they have been fever-free (without medication) for 72 hours. We ask that all siblings stay home as well.*

### **Daily Classroom Procedures & Cleaning**

- Hand sanitizer will be available at all entrances and in all classrooms.
- Each class will increase hand washing routines daily.
- Classes will operate in their self-contained classroom. When possible, our "Specials" Teachers will travel to individual classrooms or hold class outdoors.
- Each class will be assigned a designated time for the main Playground use.
- Classes may schedule extra time in designated areas such as the Canopy area of playground, Patio, Soccer Fields, Hopscotch area if it is not being used by another Team.
- Children's masks will be made available to our families and may be required during critical times for children over the age of 2.
- Staff will be provided with masks and face shields and may be required to wear during critical times.
- New Hope has increased its cleaning schedule for all classrooms and common areas.
- Specific cleaning responsibilities will be posted in each classroom along with the appropriate cleaning supplies. These will be stored out of reach of our children.
- We use cleaning supplies that are approved by the Environmental Protection Agency specifically for use with COVID-19.

### **COVID-19 Response Protocols**

- If a child's immediate family member or guardian tests positive for COVID-19, the child will be required to self-quarantine for 14 days.
  - We will notify our program families.
  - The program will remain open.
- If a child in the program tests positive for COVID-19, the child will be required to self-quarantine for 14 days.
  - We will notify the Fishers Health Department.
  - A classroom or the program may close 2-5 days at the direction of the Fishers' Health Department.
  - An extra deep cleaning and disinfecting will occur in the building.
- For additional information on isolation or quarantine please see or speak with your physician.
  - <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

**Additional COVID-19 Training and Implementation**

All staff and volunteers in our program will receive additional training in our COVID-19 policies, procedures, and protocols to ensure consistency in their implementation. All groups outside of the Preschool program who utilize our classrooms at other times will also be required to follow the same usage and cleaning procedures as outlined above.

After reviewing the details of this plan carefully, I encourage you to reach out with any questions or concerns. Thank you for your support of the Preschool as we navigate this uncharted territory, and for your help in ensuring the safety of our children, families, teachers, staff, and volunteers. We are all in this together!

Blessings,  
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