



## Northwest Preschool COVID-19 Response Plan

Updated July 25, 2020

The below-listed protocols are designed to help parents understand their role and the school's role in providing a safe and healthy school environment. These protocols will be adjusted as we continue to receive updated recommendations and a final protocol will be provided prior to the start of school.

### Communication

- We are excited to announce the addition of the Brightwheel App for our school this year.
- Since we will be losing the regular face-to-face contact we normally have during the drop-off and pick-up process, Brightwheel will allow you get daily communication from your child's teacher along with pictures and videos of your child. Watch a video about Brightwheel [HERE](#).
- You can message your child's teacher directly through the app with any questions or reminders about your child.
- We highly value clear and frequent communication with parents and teachers and will continue to make this a priority.

### Open House

- This year we will have Open House over two days, September 1<sup>st</sup> and 3<sup>rd</sup>. Families will schedule an appointment and come during their designated time to meet the teachers, see the classroom, and get more information about the school year. Adults and children over 10 years old will need to wear face masks before entering Northwest Bible Church, temperatures will be taken, and COVID health questions will be asked before families can enter the Preschool hallways.

### Preventative Health Measures

- **Staying Home**  
It is vital that ***you keep your child home if they are ill or acting in such a manner which you believe they are becoming ill.*** We encourage you to check your child's temperature before leaving for school and for any symptoms associated with COVID-19 (described below). We will first rely on the social responsibility of each family to be as prudent as possible in sending their child to school only when healthy, but our second step is to screen each child and family upon drop-off. It is important for each family and staff member to be as vigilant as possible in monitoring for symptoms and communicating with the Preschool Office if or when they start to feel sick. A doctor's note of clearance to return to school will be required. Please email ([pmartell@northwestbible.org](mailto:pmartell@northwestbible.org)) to communicate any concerns.
- **If a Child is or Becomes Sick at Preschool**  
If a child should become ill while at school, a staff member will remain with the child while isolating them from the other children in their class. A parent will be contacted so that the child can be picked up. Upon picking up please wear a mask inside the building and come to the Preschool Check-In desk unless directed otherwise. Additional cleaning and disinfecting will be completed in the classroom where an ill child has been present.

- **If COVID-19 is confirmed in a Child or Staff Member**

Please notify the Preschool within 24 hours if your child, a member of your household or a person that your child has close contact with is diagnosed with COVID-19. The Preschool will then notify the Dallas County Health Department and follow their direct guidance on how to respond.

Children or staff with new or worsening signs or symptoms of possible COVID-19 may not return to school until the following criteria have been met:

- ✓ At least 10 days have passed since symptoms first appeared;
- ✓ The individual has improved respiratory symptoms;
- ✓ At least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications; and
- ✓ Has received a doctor's note of clearance to resume participation at the Preschool

## **Social Distancing Strategies**

- **Group Events**

Northwest Preschool will avoid scheduling events and group activities until restrictions are lifted by the State of Texas.

- **Limiting Access to Northwest Preschool**

The following will be the only people allowed to enter the Preschool Hallways:

- ✓ Northwest Preschool Staff (teachers and administrators);
- ✓ Persons with legal authority to enter, including law enforcement officers, and Department of Family and Protective Services staff;
- ✓ Professionals providing services to children (such as a therapist);
- ✓ Enrolled children (non-enrolled siblings or other children not allowed); and
- ✓ Parents who have children enrolled and present at the operation. *Parents should only enter the Preschool when necessary.*

Tours of the Preschool program will not be conducted during school hours.

- **Maintaining Social Distance**

Since the grouping method allows for children within each group to intermingle, all stakeholders, especially parents and staff, must be aware that their actions play a critical role in reducing the risk of infectious disease transmission in our school community. Staff and parents are asked to maintain at least 6 feet of separation from other individuals. If such distancing is not feasible, other measures such as face coverings, hand hygiene, cough etiquette, cleanliness and sanitation should be rigorously practiced.

- **Class Groups**

Each class will have the same children and same regular teachers each school day. The classes will remain in their individual classrooms each school day, except for outside time. Toys and materials that cannot be easily sanitized will not be used. Any shared supplies will be disinfected after each use and we will suspend class-shared sensory (water/sand) tables and bins.

- **Outside Time**

Classes will not combine for outside time. Each class will have their own time on an individual playground or outside area. Each class will have their own bag of outside play toys such as balls, bubbles, etc., to reduce exposure from shared outside toys. Highly touched playground railings and climbing bars will be disinfected after each class uses the playground. Nature walks, reading books outside and playing in grassy areas will be added each week to encourage outside time as weather permits.

- **Music Class**

Due to social distancing, this year we will have our classroom teachers incorporate music into their weekly lesson plans.

- **Chapel**

A video lesson and music will be created each week by our Chapel teacher, Kathryn Morris. Each class (Two's, Three's, and Four's) will watch the Chapel lesson during their designated Chapel time each week. Two's classes will share the television cart, and it will be disinfected before being taken into a new classroom.

- **Naptime**

Children will continue to bring their own mats to school each school day. It is highly encouraged that the mat is washed after each school day. Mats will remain with each child's belongings and not come into contact with other children's mats. Nap mats will be spaced out as much as possible and positioned head-to-toe to reduce the potential of a viral spread. The 12-17 Month class will use cribs that will be disinfected after each use, and clean sheet provided by the Preschool will be used each school day.

## **Drop-Off and Pick-Up Protocols**

### **Drop-Off (*Carpool Line*)**

- Parents will enter our campus on Douglas Ave and turn right to go around the back side of our campus.
- Cones will be set up that will divide the carpool line into 2 lanes as you come around to the Northwest Hwy side of the campus.
- Parents are encouraged to begin cueing up in the Drop-Off line at 8:45 a.m.
- Traffic will be stopped one car length beyond the covered entrance on Northwest Hwy
- Parents will need to open their Brightwheel app to be ready to complete the contactless check-in process.
- Northwest Preschool and Northwest Bible staff members will come to the vehicles and scan the temperatures of each Preschool child with a touchless thermometer.
- If the child does not have a fever, the parent will then scan the QR code (provided by staff member) on the Brightwheel app.
- Parents will answer the three COVID screening questions for their child which will complete the check-in process.
- The child will be walked to the entrance where another Northwest Preschool staff member will walk them to their classroom.
- All child belongings will be in the IKEA shopping bag with child tag (provided at Open House) to aid in having less things to carry inside.
- Staff members will use hand sanitizer between each child that is escorted into the building.
- Once at the classroom, the teacher will give the child their nametag and use the "Name to Face" feature on Brightwheel to let the parent know that the child has been checked in to their class.
- The child will wash their hands upon entering the classroom.

### **Pick-Up (*Walk Up at NWHwy entrance*)**

- Parents will park near the Northwest Hwy entrance and take their child's name card with them.
- Parents will line up on either sidewalk (left or right) maintaining social distance.
- Preschool Staff will come out at 1:45 and begin calling names of children to be brought to the entrance over radio Channel 3.
- Teacher Assistants will walk children from classrooms to entrance.
- Lead Teachers will check the child out on the Brightwheel app once they have left the classroom.

## Enhanced Cleaning and Disinfecting Measures

- **Cleaning Products and Supplies**
  - Northwest Preschool and Northwest Bible Church use an EPA registered disinfectant which is approved for use against COVID-19. Preschool staff will be trained how to use it effectively and safely.
  - At the end of each school day Preschool staff will disinfect all surfaces and allow them to air dry for effectiveness.
  - Northwest Bible Facilities will come through to disinfect the floors and restrooms at the end of each school day.
- **Cleaning and Sanitizing Toys, Materials and Surfaces**
  - We will be collecting toys throughout the school day that have been played with, put in a child's mouth (or that are otherwise contaminated) and place them in the "to be cleaned" bin to be sanitized at the end of the day.
  - Staff will be cleaning and sanitizing other toys and surfaces frequently throughout the day.
  - We will be focused on cleaning and sanitizing surfaces such as doorknobs, light switches, classroom sink handles, counter tops, toilet areas, tables, desks, chairs, cubbies, and high-touch areas on the playground.
  - Classroom restrooms will be disinfected as needed throughout the day.
- **Cleaning and Sanitizing Bedding**
  - Clean sheets for cribs (12-17 Month class only) will be provided and laundered by the Preschool. These sheets are changed out each school day.

## Hand Hygiene and Face Mask Wearing

- **Handwashing: Frequency**

Handwashing is the number one method of stopping the spread of an infectious disease in a school community. The Preschool has always placed high value on good handwashing practices, and we will be placing even more emphasis now. Each classroom is equipped with a sink for children to wash their hands themselves, but teachers will supervise as necessary to ensure good handwashing techniques are being used. The teachers will be building lessons about handwashing into their daily curriculum so that the children can develop the healthy habit of frequent and correct handwashing. Children and staff will wash or sanitize their hands multiple times throughout the school day; including, but not limited to, upon entering school, after using the restroom or diaper changing, before and after eating, and after outside playtime.
- **Handwashing: Method**

When handwashing, the teachers will have the children wash with soap and water for at least 20 seconds and then use a paper towel to dry their hands. 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.
- **Face Mask Wearing**
  - Staff will be wearing face shields while at Preschool until regulations have changed. Preschool children are not required to wear face masks, but children ages 2 and above will be allowed to wear them if the parent so chooses. Anyone over the age of 10 is required to wear a face mask upon entering Northwest Bible Church and must keep them on in public areas.

## Snacks and Lunches

- **Nut-Free**

Please be mindful that our school is Nut-Free. Do not send snacks or lunch items that contain nuts or were processed in a facility that processes nut products (read all labels).

- **Snacks**

Snacks will still be provided by parents through our Snack Friend program, however snacks must now be individually packaged and not brought in one container. Packages of goldfish, veggie straws, Annie's cheddar bunnies, etc... are appropriate to send on your designated week as Snack Friend. Staff will wear gloves when serving food to the children and helping them open packages.

- **Lunch**

We are asking that EACH serving container (top and bottom) be labeled with your child's name or initials so they can be easily identified if separated from your child during lunchtime. Children are not to bring food to share with others unless it is individually wrapped by a manufacturer.

- **Water**

Please provide a water bottle that is clean with fresh water for your child each school day. Clearly label the bottle with your child's name in a manner that it will not rub or come off.

## **Travel**

- Parents and children returning from travel to areas with community spread of COVID-19 must follow the guidelines they have received from the local health officials.
- Any parent returning from CDC Level 3 area or international travel area must notify the Preschool in writing (pmartell@northwestbible.org) and the child should be kept home for 7 days. Children and staff who have traveled to a CDC Level 3 area or international travel will be excluded for 14 days.
- A parent who travels to a CDC Level 3 area or international travel area and does not notify the Day School in writing may forfeit their child's spot in preschool, with no refunds or credits issued.
- If anyone in a child's household or a close personal contact (e.g. nanny) travels on an airplane, please notify the school in writing (pmartell@northwestbible.org) so we can monitor for any possible development of symptoms. The parents should consider keeping their child home for 5 days as an added precaution to other families.
- Please stay up to date with the recommendations from the Centers for Disease Control – Travel information website. <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>