

**Trinity Church Day School**  
**Student-Family Handbook Addendum**  
**For**  
**COVID-19**



**2020-2021**

Please note that this is a “living” document and will be updated as regulations and guidelines change.

## TCDS Pandemic Reopening Schedule

2020-2021

The following schedule reflects the plan for Trinity Church Day School's operation based on the current phase of reopening in the state of Maryland. Remember that all decisions regarding tuition retention and/or reimbursement will be made based on the situation at the time of closure and will be decided by the TCDS School Board with the best interest of the program, staff, and families of Trinity Church Day School in mind.

Phase One	Phase Two	Phase Three
All instruction will be virtual.  TCDS staff will follow the guidelines for virtual instruction. Note that instruction may not occur during normal TCDS morning hours.	Instruction will occur in the classroom with restrictions. TCDS staff and families will follow the guidelines laid forth in the Student-Family Handbook Pandemic Addendum. Restrictions may include, but are not limited to: <ul style="list-style-type: none"><li>Limited class size</li><li>Strict health screening</li><li>Face coverings</li><li>Limited Extended Day and Enrichment</li><li>Limited visitors in the school facility</li><li>Limited class-to-class interactions</li><li>Virtual special area classes only</li></ul>	Instruction will occur in the classroom with relaxed restrictions.  Guidelines in the Student-Family Handbook Addendum will be modified as needed based on current data trends and guidance from MSDE. All changes will be communicated immediately to the school community via email.

### Tentative Start Dates (all subject to change based on current data):

September 8: Morning Classes

October 5: Morning and Afternoon Extended Day (until 4pm, students in 3s and 4s classes ONLY)

November 2: Enrichment

January 5: Two and You

### Changes in Tradition:

As much as it pains us all to skip our deeply-rooted traditions at TCDS, we must be cautious with group gatherings at this time. Therefore, we will restructure weekly Chapel services and we will not be able to hold Thanksgiving and Christmas Chapels this year. Hopefully, we can still hold Easter Chapel and the Fours Closing Chapels as we have in the past. We are truly sorry for any heartbreak this may cause.

# Trinity Church Day School

## COVID-19 Policies

In response to the COVID-19 pandemic and preparations for reopening Trinity Church Day School (TCDS), we have included several new policies and procedures based on the CDC Childcare recommendations and the Maryland State Department of Education regulations. These policies are necessary to reduce the risk of spreading this disease to the vulnerable members of our community. Please note that this is a “living” document and will be updated as regulations and guidelines change. All staff and family members will receive immediate communication if there are policy changes.

### COVID-19 Diagnosis

If your child tests positive for COVID-19, they will be required to stay home for the minimum quarantine period of 14 days. As well, he or she should not return until 7 days after the last symptom. The same will be true if a staff member tests positive for COVID-19. The school community will be notified in the event of a positive case and further instructions will be given.

A doctor’s note to return is required to return to school and a second negative test is strongly recommended.

If your child exhibits any of the following symptoms while at preschool, a parent will be contacted immediately for pick up. Please note that TCDS administration is required to contact the health department and Office of Childcare if any symptoms arise with your child. *School or class closure may be required following the advice of the Health Department and OCC.*

### COVID-19 Symptoms:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Your child should be seen by a doctor if sent home from school with any of the symptoms listed above. If diagnosed with an illness other than COVID-19, they may return to school with a doctor’s note and at least 24 hours after the last presented symptom.

If your child exhibits **any** of the COVID-19 symptoms while at school, they (and any siblings) will be separated from their classmates. Office staff will contact you and ask that your child be picked up from school within 1

hour of notification. If you have multiple children in the center who reside in the same household, in an abundance of caution, we ask that all children be picked up. **School families will be notified and class/school closures will likely occur based on guidance by the Office of Childcare and the local Health Department.**

### **Daily Health Checks At Home**

All staff, families, children and household members must conduct a daily health check before coming to the center. A symptom checklist will be provided to all families before the start of the school year. If you or any household members have any of the listed symptoms, please keep your child at home. We also ask that you contact the center director. Medical clearance may be required by a physician.

### **Daily Temperature Taking**

Everyone coming to our preschool, including staff, children and household members, will be asked to take their temperature prior to arrival and upon arrival. If a temperature above 100 degrees is present please do not come to school. A designated staff member will take each child's temperature using a touchless temporal thermometer at drop-off. A routine symptom check will also be requested upon arrival.

Any temperature above 100 degrees will be considered a fever. If an elevated temperature is recorded at drop-off, the parent will be asked to pull into a designated parking space to wait for five minutes. Then, the child's temperature will be taken a second time. If the temperature is still above 100 degrees, your child may not come into school.

### **Drop-Off/Pick-Up Procedures**

To reduce the risk of COVID-19 transmission, we will be establishing a new drop off and pick up procedure in the form of a car line in the parking lot.

- **Drop-Off Procedure-** Parents will come through the car line at the designated time, listed below, to drop off their child. They will follow this procedure:
  - Pull into the parking lot entrance (the entrance furthest from the church).
  - When safely in the parking lot, pull into the car line leading up to the intake tent. Also, please hang your name sign from your rearview mirror.
  - Briefly park car *in line* and unbuckle your child from their car seat. Instruct your child to remain in their seat until their teacher opens the car door.
  - At the intake tent, please remain in the vehicle at all times. Open the window where your child is sitting so a staff member may take his/her temperature. The staff member will also ask routine symptom questions each day. The caregiver will be asked to sign the child(ren) in.
  - A staff member will open the car door and help your child climb down from their seat.
  - Your child will then be escorted to the classroom by a staff member and his/her hands will be washed.
  - Staff members will also sanitize his/her hands between greeting children.

- If your child is having a hard morning and will not come out of their car seat willingly, staff will ask the parent to exit the vehicle to bring the child out of the car. All adults dropping children off should bring a mask in case this occurs.
- Once your child has safely exited the vehicle, leave through the parking lot exit (the exit closest to the church).
- **Pick-Up Procedure-** Parents will come through the car line at the designated time, listed below, to pick up their child. They will follow this procedure:
  - Pull into the parking lot entrance (the entrance furthest from the church).
  - When safely in the parking lot, please pull into the car line leading up to the intake tent. Please hang your name sign from your rearview mirror.
  - At the intake tent, you will be asked to sign your child(ren) out. Then, a staff member will bring your child to the car and help them into their car seat. **Staff members will not be responsible for buckling your child into their car seat.**
  - Move the vehicle forward to the designated cone to briefly park, exit the vehicle, and safely buckle the child into their car seat.
  - Once the child is safely buckled, leave through the parking lot exit (the exit closest to the church).
- **Punctuality:** In order to make your child(ren)'s transitions smooth and positive, we ask that you do your very best to be on time at both drop-off and pick-up times.
  - If you cannot avoid running late at drop-off, we ask that you do not enter the car line until 9:25 am, when all other children have been dropped off. If you cannot avoid running late at pick-up, we ask that you call the office by 11:45. **No one will be able to park and wait** for their drop-off or pick-up time.
  - If you are picking your child up early, you must notify the office at drop off. If there is an emergency and you must get your child without notice, please call the office immediately and your child will be brought to the intake tent in the parking lot for pick-up ASAP.

- **Schedule:** In order to reduce long lines, please adhere to the following drop off and pick up schedule:

Class	Drop Off Time	Pick Up Time
Fours	8:55	11:55
Threes	9:05	12:05
Twos	9:15	12:15

*\*\*If you have multiple children in the program, you may drop them all off and pick them all up at the first scheduled time for your family.*

## Visitors in the Building

We will be limiting visitors entering our building, including parents and caregivers. The Director will be happy to provide any updates on your child if required; please call the office. Any early intervention services, e.g. speech and language, occupational therapy, etc., will not be allowed at our facility while this temporary policy is in place. You can request a home visit or teleservices.

TCDS reserves the right to deny any non-essential visitor access to our building.

## Limiting Non-Essential Items in the Building

In an effort to minimize items coming into the building, we are making the following changes:

- Extended Day Bag – All Extended Day rest items must fit into a small tote labeled with your child's name. Please pack a small blanket and small lovey. *Do not send in a large blanket or any pillows.* All Extended Day materials will be returned at the end of the week for cleaning. \*Please note: The school is not able to provide extra blankets or loveys during this time.
- Lunch Bag – If your child is staying for lunch, please send in a lunch box with no more than 3 small containers. We ask that parents work with their children before the start of Extended Day to independently open lunch containers. We would like to limit refrigerated items, so pack an ice pack in your child's lunchbox. If items must be refrigerated, please limit to one item and label it with your child's name.
- No Extra Bags or Backpacks – You may bring in one tote bag and one lunch container (if needed) each day. Totes should only contain the child's daily snack and any paperwork that needs to be returned to the office or teacher.

## Food and Drink Preparation and Serving Procedures

There will be no food prep by staff members in order to minimize contaminating food.

- Snacks- All children must bring in their own snack each morning and, if staying, each afternoon during Extended Day. Place the snack in a labeled container *that your child can open* and send it to school each morning in your child's tote bag.
- Water- Please send in a labeled, full water bottle each day.
- Refrigeration- We have limited refrigerator space. Please place an ice pack in your child's lunch box. Alert staff members at drop-off if any lunch items must be refrigerated and ensure those items are labeled with your child's name.
- Heating- We cannot heat food items. If your child requires a warm lunch item, please heat in the morning and place in a Thermos.
- Cutting- We will not cut food items. Please have everything pre-sliced to reduce choking hazards.
- Plating- Your child will need to bring in labeled containers for snacks and/or lunch. There are many options for containers that can be purchased online and have several spaces for different foods.
- Utensils- Limited utensils are available. If your child needs a fork or spoon, please provide a reusable utensil in their lunch box.
- Food Handling- We are limiting adult handling of food containers. If a staff member must help a child open a food container, the staff member must put on single-use gloves that will be discarded after handling the child's container. Please help your child to learn how to open their lunch and snack containers.
- Breakfast- Your child needs to eat breakfast at home before coming to school. No food will be allowed during morning Extended Day.

## Face Coverings

- All adults in and around the school must wear cloth face coverings, including staff and parents dropping off and picking up students.
- Staff will be provided face shields to use while teaching so the children may benefit from seeing their teacher's facial expressions.
- The CDC recommends that any child over the age of 2 wears a face covering when social distancing is not possible; however, we understand that this may be difficult for our young population. We are highly recommending that children in the 3s and 4s classes wear cloth face coverings with parent approval. We will not force a child to wear a face covering but we will encourage it. Families are responsible for supplying the face coverings and we ask that you send in 2 extra each day in a labeled paper bag. All used masks will be sent home in the child's tote bag for daily cleaning.
- All students in the Kindergarten class should wear a face covering when inside the classroom. Breaks will be provided while the students are outdoors, eating, or fully socially distanced. We will not force a child to wear a face covering but we will encourage it. Families are responsible for supplying the face coverings and we ask that you send in 2 extra each day in a labeled paper bag. All used masks will be sent home in the child's tote bag for daily cleaning.

## Classroom Groups

- **Maximum classroom group size is 15 individuals, including staff.** TCDS will maintain at least a 6:1 student-teacher ratio in our 2s classes and a 10:1 student-teacher ratio in our 3s and 4s classes. Whenever possible, each classroom will have both a lead teacher and assistant.
- Children will remain with their teachers and classmates (cohort or "class family") throughout the entire morning. No classes will intermingle.
- One midday staff change will be permitted for Extended Day. Morning and Afternoon Extended Day will occur in the child's homeroom classroom.
- Extended Day is available to contracted students only. Unfortunately, we are not able to provide Extended Day services to students in our 2s classes at this time.
- Special Area classes will occur virtually. No library books will be checked out for at least the first half of the school year.

## Outdoor Activities

- We will limit one class at a time on the playground with cleaning between groups.
- The school playground will be closed to families between the hours of 8 am and 4 pm throughout the week.
- Outdoor instruction will be encouraged when weather permits.

## Exposure to COVID-19 and Traveling

Exposure: Exposure is defined by the CDC as being closer than 6 feet to a person with a suspected or confirmed case of COVID-19 for more than 15 minutes OR coming in direct contact with someone with COVID-

19. For more information on exposure, please visit the following website:

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

If exposed, your child must remain out of school for various times depending on the circumstances. Class or school closures will occur if a classmate or staff member is suspected to have COVID-19. These closures will be determined by the Office of Childcare and the local Health Department on a case-by-case basis.

- If your child has been exposed to a “suspected” case of COVID-19,
  - Your child must remain at home until testing results from the “suspected” individual comes back. If the suspected case is negative, your child may return to school. Medical documentation may be required.
- If your child has been exposed to a confirmed case of COVID-19,
  - Your child must remain home in quarantine for 14 days. If he/she has no symptoms, they may return to school. Medical documentation may be required to return to school.
- If your child has been exposed to a confirmed case of COVID-19 living in the same household:
  - Your child must remain home for the duration of the illness as well as 14 days after all symptoms have passed. Medical documentation may be required to return to school.

Travel: If anyone in your household is traveling internationally or domestically, we are asking that parents notify us of any travel. MDH strongly recommends that all Marylanders refrain from nonessential travel outside of Maryland due to the recent increase in COVID-19 infections in other states. Any Marylander returning from out-of-travel should get tested for COVID-19 promptly upon arrival in Maryland. Any Marylander who travels to a state with a COVID-19 test positivity rate above 10% should get tested and self-quarantine at home until the test result is received. The District of Columbia and the Commonwealth of Virginia are exempt from this recommendation. A list of state COVID-19 test positivity rates can be found using the CDC [COVID-19 Data Tracker](#).

Essential workers are exempt from the quarantine recommendation if they are returning or traveling to Maryland to perform essential work, as well as employee commuters who leave/enter the state on a daily basis and have work-based COVID-19 screening procedures. Please refer to the [MDH Travel Advisory](#) for additional details. CDC recommends that travelers avoid all nonessential international travel because of the COVID-19 pandemic. Persons returning from international travel should follow CDC guidance regarding quarantine following travel.

## **Tours**

In order to limit outside visitors, we will be conducting virtual tours. Prospective families can contact the School Director about any questions or concerns.

## **Field Trips**

Fall field trips will be cancelled. A decision about spring field trips will be made in January.



## **Healthy Hand Hygiene Behavior**

Proper hand hygiene is scrubbing all parts of the hands and wrists with soap and water for at least 20 seconds. All children and staff will engage in proper hand hygiene at the following times:

- Arrival to facility
- Before and after eating and handling food and drinks
- Before and after administering medication or medical ointment
- Before and after diapering
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid
- After playing outdoors or in the sand
- After handling garbage
- Before and after removing/replacing a face covering

## **Cleaning and Disinfecting of Toys and the Center**

TCDS will follow the CDC guidelines for cleaning.

- High touch surfaces will be disinfected multiple times throughout the day.
- Toys that cannot be sanitized and cleaned will not be used.
- Toys that children have placed in their mouths will be set aside until they are cleaned by a staff member.
- All used toys will be disinfected daily.
- Rest-time bedding MUST be taken home and washed weekly.
- Thorough daily cleaning and disinfecting of the center will be conducted by our contracted cleaning crew each day after school hours.

## **Guidance for Holding and Comforting Children**

It is important to comfort crying. Per guidance of the CDC, childcare staff will protect themselves by wearing a scrub jacket, a protective cape, and hair up off the neck.

- Childcare staff will wash hands, neck, or anywhere touched by a child's secretions.
- Childcare staff will change the child's clothes if secretions are on the clothes and wash the child's hands. The parent is responsible for supplying multiple changes of clothes at the center.
- Contaminated clothes will be placed in a plastic bag and sent home.
- All staff members will keep a change of clothes in their classroom if needed.

## **Summary of Enhanced Protocols**

We are continually updating our process and protocols in accordance with the most recent Centers for Disease Control and Prevention and Maryland Department of Health guidelines along with our Trinity Church Day School's guidelines.

Some changes to remember for the first day back:

**1. Items to bring-**

- a. Labeled tote bag
- b. Labeled lunch container or lunchbox with labeled containers inside
- c. Labeled Water Cup
- d. Extended Day Tote Bag (for contracted Extended Day students only)
- e. Multiple changes of clothes in labeled large paper bag
- f. Extra face coverings if 3 years or older in paper bag

2. **Daily Health Check-** Families are required to take temperature before arrival at center.

3. **Drop-Off and Pick-Up-** We will use car line procedures for drop-off and pick-up.

4. **Face Coverings-** Adults must wear a face covering. Children are encouraged to wear a face covering with parent approval.

5. **Social Distancing-** Children will be encouraged to socially distance themselves throughout the day.

6. **Cleaning-** Frequent cleaning and disinfecting of high touch surfaces and toys will occur multiple times throughout the day.

## Trinity Church Day School Disclaimer for COVID-19

Trinity Church Day School is taking every reasonable precaution to limit student, family, and staff exposure to COVID-19 while on our premises. Trinity Church Day School is following the Maryland State Department of Health and CDC guidelines by using reasonable mitigation strategies which include, but are not limited to:

- separating sick children and/or employees;
- educating families and employees about how they can reduce the spread;
- using proper building ventilation, filtration and humidity control;
- practicing proper hand hygiene (e., providing sufficient hand sanitizer and soap);
- practicing proper respiratory hygiene (e., providing tissues and places to properly dispose of tissues);
- routine cleaning and disinfection (e., high contact surfaces, dust, removing trash, cleaning restrooms).

We are relying on families to be candid about their child's health each and every day to keep the entire school community healthy and safe. Exposure to a suspected or confirmed case of COVID-19 could cause class and/or school closures for 14 days or more. It is of extreme importance that children do not come to school medicated in order to mask symptoms. Please keep your child home if they are not well.

While the school is taking these precautions, we are also aware that children get sick. As always, families are accepting the risk of possible exposure to germs when sending their child to school. When signing this Student-Family Handbook Addendum, you are acknowledging that TCDS is not liable for any illness possibly caused by your child(ren)'s attendance in school.

I have received and read the **Trinity Church Day School Parent-Family Handbook Addendum for COVID-19**. I understand and agree to abide by the policies and procedures outlined within.

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Child's Name

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Parent/Guardian Signature

Date

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Print Name