



St. James Lutheran Church
Gettysburg, PA

Early Learning Center Covid19 Parent Drop off and Pick up Procedures Staff Opening, Closing and Daily Activities

Welcome back! Please know that we will be following the recommendation of the CDC and policies may change. You will be notified of these changes as they arise. Please read the following carefully as we have made some changes that will protect you, our children and our staff.

PLEASE DO NOT BRING YOUR CHILD IF THEY:

- have fever, cough or shortness of breath and have not been around anyone who has been diagnosed with COVID-19, they should stay home away from others until 72 hours after the fever is gone and symptoms get better. If the person's symptoms worsen, they should contact their healthcare provider to determine if they should be tested for COVID-19
- are diagnosed with COVID-19. They must remain out of the facility for a minimum of 7 days after the onset of first symptoms. They may return under the following conditions:
 - If you had a fever, 3 days after the fever ends AND you see an improvement in your initial symptoms (e.g. cough, shortness of breath);
 - If you did not have a fever, 3 days after you see an improvement in your initial symptoms (e.g. cough, shortness of breath); OR 7 days after symptom onset.
- have had close contact to someone with COVID-19 but are not currently sick, they should monitor their health for fever, cough, and shortness of breath during the 14 days after the last day they were in close contact with the sick person with COVID-19. They should not attend child care and should avoid public places for 14 days.
- In rare cases children develop a mysterious inflammatory syndrome that is believed to be linked to COVID-19: Pediatric Multi-System Inflammatory Syndrome. Symptoms include persistent fever, abdominal pain, vomiting, diarrhea, neck pain, rash, bloodshot eyes, feeling extra tired, extreme inflammation and evidence of one or more organs that are not functioning properly. If this occurs immediate medical attention should be sought.



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Drop Off:

Until further notice, drop off will occur only between the hours of 7:30 a.m. – 9:00 a.m.

- Families should have only one designated person for drop off and pickup.
- All parents and staff will enter at the side entrance, you will go directly to bathrooms to wash your child's and your hands.
- Go directly to end of hallway to the health check station for temperature checks.
- Children over the age of two years are encouraged to wear masks once they enter the building. All adults are required to wear masks.
- Parents will proceed to their child's classroom. Parents are to remove children's outside shoes and place their inside shoes on. All children will need indoor shoes, slippers or clogs to be worn in the classroom.
- Parents are to take the children to the classroom doors. **DO NOT ENTER THE CLASSROOM.** If you have a pen you can sign your child in otherwise a staff person will do it for you.
- Parents will exit at the back entrance of the center. Doors will be locked to the church to prevent the spread of germs.

Additional procedures that our staff will be doing to ensure the health and safety of your children throughout the day:

- All classrooms will be open from 7:30 a.m. – 5:30 p.m. No classrooms will be combined.
- Door handles and light switches will be sprayed with a disinfectant when drop off is complete at 9:30 a.m. by staff.
- Encouraging children to wash their hands after coughing, sneeze, use the bathroom.
- Spray the toilet with an EPA approved disinfectant in between uses of each child.
- Spray down the cots with an EPA approved disinfectant after nap.
- During nap spray down toys, counters, hard surfaces and shelves with an EPA approved disinfectant.



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- Spray down the outside equipment, and gate latches after each group leaves with an EPA approved disinfectant.
- Any shared toys or other items will be washed and sanitized before being used by another individual.
- Staff will not be leaving the church grounds during their breaks.
- Staff who have to enter more than one classroom throughout the day will have an extra shirt to change between classrooms.



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Pick up (Child pick up will be much like the opening):

Pick up will occur only between the hours of 3:30 p.m. – 5:30 p.m.

- Enter through the side entrance only.
- Masks must be worn
- Go to the women's restroom to wash their hands and proceed to your child's classroom. **DO NOT ENTER THE CLASSROOM.**
- Knock on the classroom door to announce your arrival.
- Children must wash their hands before leaving the classroom
- Staff will bring your child and the sign out sheet to the door. Bring your own pen to sign out. If you do not have a pen, the staff will sign your child out for you.
- Change your child's shoes to their "at home" shoes.
- Exit out the rear staircase of the facility.

Please do not enter the church at the top of the stairwell in order to prevent the spread of germs.

Additional closing procedures that our staff will be doing to ensure the health and safety of the children:

- Spray everything down with an EPA approved disinfectant.
- PRESCHOOL and PRE K- wash pillowcases in the evening. INFANTS and TODDLERS- wash pillowcases in the mornings.
- Deep Clean different areas of your room on a weekly rotation, wash other toys as needed.
- Evening building and maintenance staff will spray everything down with an EPA approved disinfectant after they clean each individual classroom in the evening.