

St. Andrews School Rules and guidelines

In association with COVID-19 WAIVER, RELEASE AND INDEMNIFICATION

- A. ALL families will be required to use Carpool. Only staff and students will be allowed to enter the building.
 - B. Teachers will set up a Zoom Orientation and an individual family meeting for each student the week prior to children starting school.
 - C. Supply lists and classroom packets will be emailed.
 - D. Health Screenings will be used upon arrival of all staff and children prior to entering the building. Anyone with a temperature of 100.4 F or exhibiting respiratory symptoms, will be excluded from participating in school.
 - E. Sign-In/Out procedures will be handled by staff during carpool.
 - F. Rather than lining up at door, teachers will be issued walkie-talkies and/or baby monitors. Administration will use these devices to call children from their pod stations for carpool.
 - G. Preschool students and Remote Learning Program (RLP) students will be dropped off and picked up at the awning with the red doors. Preschool students will enter the building using the doors at the awning. RLP students will enter and exit the building through the side doors.
 - H. Markers will be placed on floor to help children maintain social distancing as they walk (transition) to and from class and use common areas.
 - I. Administrators will be available in hallway to help children transition.
 - J. Masks will be provided for all students and staff.
 - K. Hand sanitizer will be readily available for all. This shall not be used in place of handwashing but as an additional measure.
 - L. Teachers will facilitate proper handwashing procedures throughout the day following the guidelines of our licensing agency Bright from the Start.
 - M. Classroom arrangement will be adjusted for individual stations and materials using the perimeter of the rooms and leaving more space in the middle of the room for teachers to move freely between stations.
 - N. The school will use outdoor time to re-sanitize and disinfect materials in the classroom.
 - O. Any materials that cannot be wiped down will not be used (removed from room) Specifically, all "cloth" materials or materials that need to be laundered.
 - P. Attendance numbers and group sizes will be limited based on the number of students we can safely put in each room while adhering to social distancing rule.
 - Q. Sanitation procedures will be shifted to twice a day.
 - R. Younger children are housed in classrooms with private bathrooms giving teachers ability to adequately supervise and sanitize.
 - S. Older children will take bathroom breaks in small groups (so that bathrooms can be adequately sanitized between uses).
2. How are we preparing for changes?
- A. Classroom management will be key to maintaining social distancing. Teachers will return to work one week prior to students and participate in "Social Distancing" trainings and activities geared to support classroom management. Staff will also practice

for carpooling and use of walkie-talkies to assist children as they enter and transition throughout the building.

- B. Guidelines and games will be shared with families in advance so that that they may also practice social distancing with students before coming to school.
 - C. We will set perimeters within each station to help remind children of social distancing.
 - D. We will have student's names on their learning stations so that students know where to go after entering room and washing hands.
 - E. We will have more stations set up on the playground for outdoor experiences and increased engagement.
3. How will we respond if a case of COVID-19 is confirmed?
- A. We have informed ALL staff that the school will be shut down if we have a confirmed case of COVID-19. Therefore, each teacher/family pledge is vital to keeping our community safe and our school open.
 - B. The above recommendation is not required by DPH or the CDC and may change as the DPH and CDC update recommendations and guidelines.
 - C. We have informed staff that ALL members of a pod should quarantine for 14-days if we have a confirmed case of COVID-19 within that pod. This recommendation has also been revised by the DPH and CDC effective June 29, 2020.
 - D. All families will be notified immediately if there is a confirmed case of COVID-19. If we must shut down, families will be notified by phone to pick up their children. A follow up email will be sent to all families.
 - E. We will follow DPH and CDC protocol. The school has a direct contact with the DPH to guide us through all processes regarding protocol for reporting cases, shut down, and notification of families.
 - F. Parents will be notified in advance per changes to our parent handbook that weekly payments will not be prorated due to a forced shutdown. Monthly payments may be prorated based on the date of forced shutdown.

Additional and more specific Recommendations:

Parents:

- 1. Parents will receive a COVID-19 specific indemnification, liability waiver
- 2. The waiver will be kept in each students file.
- 3. Parents will need to complete a waiver for every student enrolled.
- 4. Parent Orientation Packets will include the DPH standards provided to us by the DPH and will be provided with the web information of the DPH and CDC for continued updates and information regarding the school requirements and expectations for continued attendance at school.

Contact Tracking:

- 1. By having each class remain in a pod, the school will be able to track contact. We have a document provided by DPH for tracking staff. ADMINISTRATIVE STAFF will be in charge of carpool. All teachers will have contact with their pod only throughout the school day.
- 2. Administration will use a school contact tracking form. Teachers will have classroom pod tracking forms.
- 3. The teacher's hours have been adjusted so that all students will report to individual classrooms upon entering the school. There will no longer be a combined morning drop off.

4. Each classroom will have an assigned substitute teacher as to maintain the integrity of the pod.
5. Each pod will move individually for music and movement and on the playground. Only one pod at a time will share any space.
6. Allotted time between outdoor transitions has been increased to 20 minutes. This allows adequate time for disinfection of play equipment between classes.
7. Teachers must adhere to times assigned for playground usage.

Environmental Changes:

1. Classroom Arrangement:
 - a. We have been acquired several individual desks for the classrooms. The use of these desks will allow teaching staff to better support the children with maintaining social distancing requirements.
 - b. The school will be adapting the CDC's recommendation for "pod" interactions (The CDC suggests that the same staff remain with the same group of students for the duration of school days to restrict mixing of different students. This will help to better contain the virus if a student or staff member happens to get sick).
 - c. St. Andrews has created an environment that is conducive to continued social distancing in the classroom by placing the individual desks 6 feet apart and by placing workstations around the outer perimeter of the classroom.
 - d. Sets of individual desks are arranged so that the children can see each other as they work and play and maintain a close enough range to ask question and share ideas with other classmates.
 - e. Classrooms for 1's and 2's are set up to safely maintain social distancing with 10 students and two teachers. All other classrooms are set up to safely maintain 12 students and 2 teachers.
2. Classroom materials:
 - a. Each child will be able to maintain writing materials in their personal cubbies, with additional writing materials located throughout the room. Children will also be able to maintain individual items such as playdough and other sensory materials (sand, rice, etc) in the room.
 - b. There will be two to three sets of materials for each station. The materials will be stored above the cubbies. As children cycle out of one area, the materials will be picked up and the next set of materials will be cycled in for the next child.
 - c. All non-washable and/or sprayable items such as rugs, pillows and baby dolls with "fabric" bodies have been removed from the classroom. Rugs have been replaced with large rubber floor coverings.
 - d. Toddler 1 and 2 will maintain a "Yuck" bucket to immediately cycle out toys that have been mouthed by children (this is a standard practice required by licensing).
3. Teacher interactions:
 - a. Teaching teams will remain in pods at all times. The pod will also include an assigned substitute teacher.
 - b. One teacher will maintain a small group while the other teacher cycles around the workstation perimeter to ensure the children are engaged in their play/work. (this is also a standard practice)

- c. Teacher will document what children are doing and ask questions to provoke interest and curiosity and offer additional materials to support play. Not only does this deepen children's learning and play, it prolongs engagement and limits the amount of time children want to "run around" the room.
 - d. Teachers will return to work the week before school starts to personalize their classrooms, brainstorm ways to improve their classrooms and engage children.
 - e. Teachers and staff will practice guiding children down the hall, games for social distancing, and appropriate transitions.
4. Outdoor Play
- a. While outside, the classrooms will remain in their pods.
 - b. Preschool classes will have direct access to the outdoor play area and shall enter and exit via their classroom doors.
 - c. Remote Learning classrooms will enter and exit the outdoor play area via Room 110.
 - d. Teachers will do advanced planning for outdoor activities and reintroduce classic games such as jumping rope, hopscotch, hula hooping, etc.
 - e. Every other swing will be raised.
 - f. Outdoor art stations, building and transportation will be added to the playground to improve engagement and provide additional options.
 - g. Outdoor handwashing station will be added to the playground as well as a "sanitation" station (hand sanitizer, disinfectant for swings, and play equipment).
 - h. There will be a fifteen-minute wait between classes entering and exiting the playground. This will allow for spraying of all play equipment and swings.
 - i. A sprayer will be purchased so that teachers and staff can spray all outdoor equipment quickly and adequately.
5. Bathrooms:
- a. Toddler 2, 3-year-old, and Pre-K classrooms have a private bathroom. The bathroom must be sprayed and disinfected after each use (this is a standard licensing requirement).
 - b. A separate disinfecting solution will be stored in the bathroom at all times.
 - c. Kindergarten rooms will take bathroom breaks with small groups to ensure that the toilets are sprayed between each use.
 - d. The children will be encouraged to assist teachers in spraying the toilets after use.
 - e. There will be a fifteen-minute gap between bathroom breaks as to spray and disinfect.

Please refer to the Georgia Department of Public Health attachment (DPH COVID-19 Return to School Guidance). Per DPH, this is the guidance that ECE centers should refer to when reopening. Please check this link for changes at least once a week.

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

<https://www.georgiainsights.com/recovery.html>

https://www.georgiainsights.com/uploads/1/2/2/2/122221993/gsba_school_reopening_final.pdf

Additional Links:

<http://www.sixtwelve.org/online-learning-parental-consent-form>

<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/essential-goods-services.html>

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/talking-with-children.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fcommunity%2Fschools-childcare%2Ftalking-with-children.html