

**HANOVER CHURCH PRESCHOOL  
COVID-19/INFECTIOUS DISEASE HEALTH AND SAFETY PLAN**

**Introduction**

This is the Hanover Church Preschool COVID-19/Infectious Disease Health and Safety Plan (H&S Plan). It has been approved by the Preschool Board and the Hanover Presbyterian Church Session. The H&S Plan is a living document and will change as conditions change – either more or less restrictive. The latest revision will always be posted on the Hanover Church website at [hanoverepc.com](http://hanoverepc.com). The revision number and date of the revision are shown at the bottom of each page.

This H&S Plan is activated and deactivated as directed by the Hanover Church Preschool Board.

The health and safety measures in this plan are intended to protect students, parents/guardians, and staff from the potential contraction and spread of COVID-19 or other infectious diseases at the Preschool, but it must be recognized that none of the measures provide 100% assurance that infection will not occur. The steps outlined in this plan strike a balance between providing protection and providing the socialization that is a critical part of the Preschool educational experience. Social distancing will be practiced as much as feasible, but it is inevitable that there will be contact between students every day. If parents or guardians are unwilling to accept this reality, it is critical that the child not be enrolled in the Preschool.

By enrolling your child in the program, you are accepting the risks to your child and family members, and are waiving any and all claims against Hanover Church Preschool, Hanover Presbyterian Church, its staff and its members should your child or family be exposed to, or contract COVID-19 or other infectious diseases from activities at the Preschool.

1. **Hanover Church Preschool Pandemic Coordinator** – Cyndi Cusato, Preschool Teacher
2. **Conflicts between the plan and the Hanover Church Preschool Handbook**  
If requirements of this H&S Plan conflict with the Preschool Handbook, the requirement of this H&S plan prevail.
3. **Revisions to the Plan**  
The Remind App (see #19 below) will be used to advise Parents and Guardians when revisions to the plan have been made. The latest copy will also be posted on the Hanover Church webpage at [hanoverepc.com](http://hanoverepc.com).
4. **Training on the H&S Plan**  
The Preschool staff, Preschool Board, Hanover Presbyterian Church Session, and all church staff will be trained on the H&S plan. Authorized guests who will be working with the children (e.g., photographer and guest speakers) will be trained on the relevant portions of the plan before entry into the Preschool area.
5. **Classroom Hours and Snacks/Lunch**  
Preschool class hours are Tuesday/Thursday 9:00 to 11:15. No snacks will be served to reduce the opportunity for cross-contamination.

Pre-K class hours are 9:00 to 12:00 Monday, Wednesday, Friday. No snacks will be served to reduce the opportunity for cross-contamination.

**6. Preschool Staff**

The Preschool and Pre-K classes will be staffed with Aide(s) or additional help as needed when this H&S Plan is activated to assure that the required protective measures are being followed and appropriate cleaning is being performed.

**7. Parties**

Parties will be restricted to 2 parent helpers and no snacks will be served to minimize the potential for cross-contamination. Exceptions may be granted if parties are held outdoors (e.g., at a Park), where parents could attend while honoring social distancing practices.

**8. Drop off and pick up**

Parents will not be permitted in the building to avoid the potential infection of others. Drop off and pick up time frames will be established to avoid congestion and markers will be added to the covered walkway to assure proper distancing while in line. The Teacher/Aide will meet the child at the door, administer the temperature checks (see #9 below), have the children use hand sanitizer, and take him/her to the classroom. Before leaving, the children will again be required to use hand sanitizer.

**9. Temperature Checks/Illness**

The temperature of students, Teacher, Aides, church staff or Preschool guests will be taken upon arrival. Children with a temperature greater than 100.4°F or who show signs of illness (e.g., sore throat, runny nose, chills, lack of smell or taste, muscle pain, nausea/vomiting, headache, diarrhea) are not permitted to enter the building. This will be strictly enforced. Anyone else with a temperature greater than 100.4°F will not be permitted access to the Preschool or to interact with the children.

If a child becomes ill during the day, he/she will be isolated from the other children and the parent/guardian notified to pick up the child.

**10. Face Coverings**

Face coverings are not required for students or staff. If parents require their child to wear a face covering, the teachers will monitor its use as best as possible. If the child refuses to keep the face covering on or has other issues with wearing it, the parents will be notified.

**11. Social Distancing**

The former food pantry and possibly other space will be used by the Preschool to allow for more distancing between students. More pews will be used during chapel time to allow for more distancing. Velcro dots will be placed on the floor for each child to sit on during lesson time to provide further distancing. Best efforts will be made to keep the children apart as much as feasible, but close contact and socialization between the children is inevitable.

**12. Sanitation**

Contact surfaces in the Preschool will be routinely sanitized using Natural Thieves antiseptic cleaner

spray. Tables are disinfected at least once a day.

**13. Personal Hygiene**

Children will be taught proper handwashing and hygiene techniques and will be required to wash their hands or use hand sanitizer periodically throughout the day. Signs will also be posted to reinforce good hygiene practices, such as washing and coughing into the arm to avoid spreading germs. Use of the automatic soap dispensers in the restroom and the classroom will be mandatory minimize contact.

**14. Playground**

The playground will be used. No special cleansing steps will be taken since it is out-of-doors and sanitization is not practical, but all students will be required to wash their hands or use hand sanitizer when returning from the playground.

**15. Student Materials**

The children will be provided with their own pencils, crayons, paper, etc. School supplies will not be shared.

**16. Toys**

Playtime will be set up as stations. A few toys will be available per station with a limit of 4 to 5 children at each. This will allow the children to choose the toys and friends to play with while providing some control over contact and the number of toys that need to be sanitized. Toys like the kitchen will not be used because it is difficult to control hand-to-mouth behavior, especially for the younger children. Soft plush toys that cannot be easily cleaned are not permitted in the classroom. Toys are disinfected at the end of the day and put away until used again days later.

**17. Materials from Home (e.g., bookbags)**

Students can use bookbags or backpacks to transfer materials back and forth from school. Parents are asked to disinfect them when they get home and again before sending them back to school the next day.

**18. Tuition**

Payments shall be made by check or money order and dropped off in the exterior, secured tuition box during drop off or pick up.

**19. Communication with Parents and Guardians**

All communication that is not done in person at the time of drop off and pick up will be handled electronically through the Remind App (see the Handbook for details). As needed, written notes will be sent home with the child. A communication board at the Preschool will not be used.

**20. Student/Teacher/Aide that is Diagnosed with, or in Routine Contact with, an Individual Diagnosed with COVID-19 or other Infectious Disease**

If a student, Teacher or Aide contracts COVID-19 or other infectious disease, or lives with/is in routine contact with an individual that is diagnosed with COVID-19 or other infectious disease, the student, Teacher, or Aide is not permitted to attend class for 5 days and can only return if he/she does not exhibit any symptoms for 24 hours. The Teacher will advise the parents that this has occurred (without names). The Preschool facilities will receive a deep cleaning and will remain

open. If adequate staff is not available, the school will be temporarily shut down and remote learning implemented (see paragraphs 21 and 22). For parents that elect to keep their children from school, the Teacher will arrange for the parent/guardian to receive the daily classroom materials (see paragraph 22).

**21. Temporary Shut Down of Preschool**

If multiple cases occur in a classroom, or adequate staff is not available due to exposure and/or infection, the Board may recommend that the school be shut down for a period of time. If this occurs, the Teacher will arrange for the parent/guardian to receive the daily classroom materials (see paragraph 22).

**22. Remote Learning**

When remote learning is needed, it will be provided as follows:

- Pre-K – For both absences and Quarantine - All materials and lessons will be posted on Google Classroom on a weekly basis for printing at home. The “remind message” provides the requirements for set up and obtaining a password for the classroom. Alternatively, if requested, paper copies can be provided.
- Preschool – For Quarantine only (materials will not be provided for absences) - Materials will be sent through Google Docs for printing out at home or paper copies will be provided.

**Revision History**

Revision	Date	Changes
R0	7/28/20	Initial publication.
R1	10/14/20	Paragraphs 6, 7, 10, 12, 16, 17, 20, 21, new 22 added.
R2	1/2/21	Misc. edits, major changes to Paragraph 10, new Paragraph 22 added (old 22 renumbered 23).
R3	8/12/21	Section 10 on face coverings revised.
R4	11/5/21	Section 8 requirement to wear masks during pick up and drop off eliminated. Should have been dropped in Rev 3.
R5	1/17/22	Changes to Covid policies in paragraphs 20, 21, 22