



**Perry Hall  
Children's Center**  
*A Cooperative Preschool*

# **Covid-19 Operating Procedures**

**PHCC formulated these procedures by use of the Covid-19 Guidance for Child Care  
Facilities from MSDE (Maryland State Department of Education)**

# PHCC Covid-19 Drop-Off and Pick-Up Procedures

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## Drop-Off:

- ◆ Drop-Off will be staggered, only one family on the ramp at a time.
- ◆ All children will be dropped off from the PHCC (outside) door; no one is allowed to enter school except for children and staff.
- ◆ Parents/guardians will lineup in their vehicles at the back of the building by the school door (this road can be accessed by the rear driveway attached to St. Michaels Church).
- ◆ Please remain by your vehicle until it is your turn to Drop-Off your child(ren). Once you see that the family before has left the ramp you may proceed to the ramp/door.
- ◆ Temperature and Symptom Checks will take place every day at Drop-Off.
  - Temperatures will be taken by the parent or guardian of the child with a thermometer that they bring with them.
  - If a family forgets their thermometer one will be provided by PHCC (the parent/guardian will still take the temperature with sanitized and gloved hands).
  - Temperatures MUST be shown to PHCC staff for them to record properly.
- ◆ Temperature and Symptom screening will also occur daily for any staff inside of PHCC for that school day.

## Pick-Up:

- ◆ Pick-Up will also be staggered at the school door, only one family on the ramp at a time.
- ◆ Parents/guardians will lineup in their vehicles at the back of the building by the school door (this road can be accessed by the rear driveway attached to St. Michaels Church).
- ◆ Please remain in your vehicle until it is your turn to Pick-Up your child(ren). Once you see that the family before has left the ramp you may leave your vehicle.

★ These procedures may change if we find this method does not work for PHCC and will notify PHCC families accordingly.

# PHCC Covid-19 Mask Procedures

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- ★ All staff and students must wear masks throughout the school day while in Perry Hall Children's Center.
- ★ Anyone involved in Pick-Up and/or Drop-Off must wear a mask.
- ★ Hands will be washed anytime a mask is removed, replaced, or generally touched.

## Exceptions:

- ◆ During Mask Breaks, when students are given the opportunity to take a break, socially distanced from the rest of the class.
- ◆ Masks will be removed during snack time (as children will be distanced from each other).
- ◆ No masks are required while playing outside (when social distancing is possible).
- ◆ Masks will be required to be worn by all children and will only be removed if or when:
  - a child is having difficulty breathing
  - a mask becomes wet or soiled
  - a child is repeatedly touching/removing their mask
  - a child is unable to wear a mask properly (covering mouth and nose)
  - a child is unable to replace or remove a mask properly (by straps)

## Mask Replacement:

Masks will need to be replaced when:

- ◆ wet or soiled
- ◆ removed and not stored properly
  - Example: At snack time masks will be removed and stored in a new and labeled paper bag until it is time to put it back on.

**Individual Masks:**

- ◆ Families will need to provide enough masks for their own child (at least one spare per day recommended).
- ◆ Cloth face coverings or surgical masks are both acceptable options.
- ◆ Masks must be clearly marked with the child's name.
- ◆ Masks must be clearly marked/designed to show which side of the covering should be on the inside and which side should be on the outside.

\* If a child should run out of masks PHCC will provide a disposable mask for the remainder of the school day and the family will be notified that additional masks are needed.

## **PHCC Covid-19 Exclusion, Closure and Quarantine Procedures**

For the purpose of these guidelines Covid-19-like illness will be defined as:

Any one of the following:

- cough
- shortness of breath
- difficulty breathing
- (new) loss of taste or smell

**OR**

At least two of the following:

- fever of 100.4 or higher (measured or subjective)
- chills (or shaking chills)
- muscle aches
- sore throat
- headache
- nausea or vomiting
- diarrhea
- fatigue
- congestion
- runny nose

If a child/children or staff presents with symptoms during school hours PHCC will:

- ◆ Safely isolate the child/staff presenting symptoms. The family will be contacted immediately to have the child picked up from PHCC as soon as possible.
- ◆ It will be recommended that the ill person talk to their health care provider about testing for Covid-19.
- ◆ If a test is done, ill person should isolate pending test results.

If the ill person tests positive for Covid-19 OR a test is not performed:

- ◆ The ill person should remain at home at least 10 days since symptoms appeared and until they have been fever free (WITHOUT MEDICATION) for **24 hours**, as well as improvement of other symptoms.

If ill person tests negative for Covid-19 or a health care provider determines it is another specific diagnosis (examples: strep throat or influenza) then:

- ◆ The ill person should stay home until symptoms have improved and they have been fever free (WITHOUT MEDICATION) for **24 hours**.
- ◆ If the symptoms do not improve the ill person should consider being tested/retested

PHCC will **CLOSE** and **QUARANTINE** when:

- ◆ Someone (staff, child/children, or anyone else who has been present in the school) with Lab Tested Confirmed Covid-19 has been in the school within 2 days of developing symptoms or while symptomatic AND had close contact (as defined by CDC) with other PHCC staff and/or children.
- ◆ Someone (staff, child/children, or anyone else who has been present in the school) with Lab Tested Confirmed Covid-19 who is ASYMPTOMATIC has been in the school within 2 days of the date they were tested AND has had close contact (as defined by CDC) with other PHCC staff and/or children.

Procedure for Closure and Quarantine will be:

1. All families will be notified by PHCC of the situation.
2. PHCC will clean and disinfect, as well as quarantine close contacts.

3. PHCC will contact the Maryland Health Department as well as notify the licensing specialist.
  - \* They will assist identifying close contacts and any additional action that must be taken.
4. PHCC staff and children affected by PHCC Covid-19 Closure should quarantine at home.
5. PHCC staff will monitor the development of symptoms during quarantine.

★ The length of time for closure and quarantine will be determined by the Maryland Department of Health and the licensing specialist.

PHCC will be implementing a **Green-Yellow-Red** system of notifying families about Covid-19 incidents in the classroom. These notifications will be sent out at the end of every school day on our class Facebook pages. Those without access to Facebook can request text messages from staff.

**Green** – PHCC has had no children/staff presenting symptoms or testing positive for Covid-19.

**Yellow** – PHCC has had children/staff presenting symptoms of Covid-19 or are waiting for test results to come in.

**Red** – PHCC has had a confirmed case of Covid-19 within the school and will be closing immediately until further notice.

# **PHCC Covid-19 Important Information**

- ◆ PHCC will now be functioning without the use of Classroom Helpers. Our teacher, Mrs. McHugh will now be accompanied by our newly hired teacher's aide, Ms. Garland.
- ◆ Restrooms and highly touched surfaces will be cleaned and disinfected after each day of use by staff and children.
- ◆ There will be no sharing of toys or other activity items used between classes (3's and 4's) unless properly cleaned and sanitized.
- ◆ PHCC will close the school after use by an ill person and not opened until it can be cleaned and disinfected (according to CDC guidelines).
- ◆ When playground equipment is used by children it will be cleaned and disinfected between use by different classes (3's and 4's).