

 SAINT DAVID'S DAY SCHOOL

**ADDENDUM to the Parent Handbook**

**COVID-19 Related Policies and Procedures**

Saint David’s Day School has created the following policies and procedures in order to keep our Saint David’s Day School children, teachers, and families as safe as possible during the global pandemic. The guidelines from the Maryland State Department of Education, the Office of Child Care, and Centers for Disease Control have been closely adhered to. All of these organizations will be closely monitored for changes in their suggestions and SaintDavid’s Day School will adjust our policies accordingly.

**Policy 1 – Stopping the Spread of COVID-19**

1. Saint David’s Day School will follow the Centers for Disease Control guidelines.
2. The children at Saint David’s Day School will be monitored each day for symptoms of COVID-19.
3. Children who have family members diagnosed with COVID-19 will be required to stay home.

**Policy 2 – Parent Drop-off and Pick-up**

1. Staff of Saint David’s Day School will meet parents or guardians at the designated entry way for drop-off and pick-up. Staff will walk children to their classrooms.
2. Symptom checks will be performed at arrival. Parents will complete a Health Screen on Brightwheel every morning before drop-off.
3. All children will be signed in and out daily using the Brightwheel Program (App).
4. If at all possible, the same parent or guardian should drop-off and pick-up each day to limit exposure.

**Policy 3 – Temperature Check**

1. Children’s temperatures must be checked prior to the arrival by the parent or guardian. If parent/guardian does not have access to a thermometer, Saint David’s Staff must be notified and the school will provide a thermometer for the child’s temperature to be taken upon arrival.
2. Temperatures will be logged daily.
3. A child with a temperature of 100.4 and above my not attend school and a doctor’s note will be required for readmittance.

**Policy 4 – Handwashing and Cleaning**

1. Saint David’s Day School Teachers will monitor frequent handwashing for proper procedures throughout the day especially upon arrival, after outdoor play, before snack or lunch, after using the bathroom, and after other situations that require handwashing.

**Policy 5 – Face Coverings**

1. All adults will always wear proper masks indoors at Saint David’s Day School. Masks may be removed outdoors if social distancing can be maintained.
2. Children over the age of 2 should wear masks indoors. Saint David’s Day School Teachers will work to ensure the safe wearing of masks in the school.

**Policy 6 Equipment and Supplies**

1. A supply of PPE items, non-contact thermometers, handwashing and cleaning supples will be maintained. A limited number of disposable masks will be available in an emergency.

**Policy 7 – Cleaning and Disinfecting**

1. Following the guidelines of the Office of Child Care, and the EPA, cleaning and disinfection will be done multiple times per day, in a safe manner, away from children. Saint David’s Day School has invested in a very safe, EPA proven effective against COVID-19 disinfectant and sanitizer called Force of Nature. We will have a cleaning schedule and outline available for families at your individual conferences.

**Policy 8 – Social Distance**

1. Drop-off and pick-up times will be staggered to allow for social distance. Notice will be given with specific details for each class’s arrival and departure times with the location.
2. Saint David’s Day School has made a concerted effort to keep our class sizes small. Each class will maintain contact with only those within their class. Special teachers will visit classrooms and children will not move from room to room.
3. Saint David’s Day School teachers will work creatively to maintain the required social distance between children and between children and staff at most times.

**Policy 9 – Items from Home**

1. At this time, items from home, except lunches, will be prohibited.