

# BUMP 2020-2021 COVID-19 Policy



These policies and procedures have been drafted in accordance with and in consideration to the guidelines and recommendations provided by the GA Department of Early Care and Learning/Bright from the Start, Centers for Disease Control and Prevention (CDC), Georgia Department of Public Health (DHP), Forsyth County Schools (FCS) and the Bethelview United Methodist Preschool Board (BUMP).

Any questions or concerns regarding these policies should be directed to the Bethelview UMC Preschool Administration or its Board at  
**BethelviewPreschool@gmail.com**  
**770-205-9656**

Last Updated on July 22, 2020

The health, safety, and well-being of Bethelview United Methodist Church Preschool students, staff and families is always of the utmost concern in our operations and is a driving force for establishing health and safety policies and procedures. As we face this unprecedented public health emergency of COVID-19 Coronavirus, BUMP will require that all staff and families abide by these newly established policies and procedures. These policies and procedures are set up as a means of supporting and protecting our students, families and staff. Because the COVID-19 pandemic is a fluid situation, BUMP recognizes that these policies and procedures are subject to change as they may need to be revised in response to changing trends and/or knowledge about the virus. Any changes will be communicated to families and staff through website posting, email and written copy (if requested). All questions regarding these policies and procedures should be directed towards BUMP Administration. Thank you for partnering with us to be able to continue to safely care for your child and help them thrive during this pandemic.

Contents

General Covid-19 Information.....page 2  
Covid-19 Policies and Procedures.....page 3, 4  
Covid-19 Tuition Credit/Reimbursement Procedure.....page 5

I have read, understand and will adhere to the BUMP COVID-19 Policy and the COVID-19 Tuition/Credit Reimbursement Policy for the 2020-2021 preschool year:

\_\_\_\_\_  
Parent Name Printed

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Printed Name(s) of Child(ren) attending BUMP

\_\_\_\_\_  
Date

## **General COVID-19 Information**

➤ COVID-19 or CORONAVIRUS is an infectious disease that is spread through the air by persons coughing or sneezing, through close personal contact, and/or by touching your eyes, nose, or mouth before washing your hands. This virus can result in a mild to severe reaction and can cause the following symptoms:

- Fever (100.4 or higher) or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Research shows that children are likely to have milder symptoms than adults, but this is not always the case.

➤ **People who may be at higher risk of severe illness from COVID-19 include:**

- People aged 65 and over
- People of all ages with underlying medical conditions
- Any person who is immunocompromised
- People with severe obesity
- People with diabetes, chronic kidney disease undergoing dialysis, liver disease
- People who are pregnant

➤ **Tips for Parents:**

- Practice and reinforce good hygiene habits with your family.
  - Wash your hands often for 20 seconds (sing Happy Birthday) with warm, soapy water, but especially after going to the bathroom, before and after eating, and after blowing your nose, sneezing, or coughing. Use Hand Sanitizer with 60% alcohol as a substitute for soap and water when needed.
- Keep your child home if they are sick with any illness. Contact your doctor to discuss your child's symptoms.
- Communicate any absences to the preschool office and/or your child's teacher.
- Be prepared with a backup plan for childcare in the event that our school must close your child's classroom or the entire preschool due to positive COVID-19 exposure. Talk to your employer or make alternate childcare arrangements ahead of time.
- Stay informed. This health emergency situation is one that changes rapidly. Stay up to-date with these resources:
  - <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
  - <http://decal.ga.gov/BFTS/Covid19.aspx>
- Take care of yourself! Spend a few moments each day engaged in self-care. Talk a walk, read, pray, listen to music, sit outside, yoga- whatever you enjoy, do it. Spend at least 10-20 minutes taking care of yourself and your mental health so that you can continue to care for your children and family in a positive way each day.

## **COVID-19 Policies and Procedures**

### ➤ **Prevention of the virus from ENTERING the building:**

BUMP will take all necessary precautions to keep the COVID-19 Virus from entering the preschool/church. These steps include:

- Only allowing staff and children in the building who are required/authorized for daily operations.
- Restricting Visitors-Visitors, including parents and other church staff members, will not be allowed in the preschool wing unless previously authorized by BUMP Administration and/or the Senior Pastor. Pick-Up and Drop-Off for all children will be done through the car line.
- Daily health screenings will be conducted for staff and preschool children including temperature checks on arrival. Staff members conducting daily health screenings will be required to wear a face mask and maintain as much distance as possible to still be able to take temps and ask the following screening questions:
  1. Do you or do any of the children you are dropping off have a fever (100.4 or higher), cough, shortness of breath, difficulty breathing, other respiratory symptoms, or at least two of the following symptoms: chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell?
  2. Have you or any of the children you are dropping off:
    - \*Had any of these symptoms since last time you were last here?
    - \*Been in contact with anyone with these symptoms since the last time you were here?
    - \*Potentially been exposed to COVID-19 or have reason to believe you/they have COVID-19?

Anyone exhibiting COVID-19 symptoms will be excluded for the period of time as outlined in the School-Wide Response to Positive COVID-19 Exposure section.

### ➤ **Prevention of the spread of the virus WITHIN the facility:**

- Class sizes will be limited to no more than a total number of 15 including staff members. We will maintain all child to staff ratios.
- Classrooms will include the same children every day. Staff will be kept consistent from classroom to classroom, with the only exception being in the event of staff absence and the need for a substitute.
- Children will bring all food items from home for lunch and will not be allowed to share with other children. Children will be spread out as much as possible at their class' table in Fellowship Hall during mealtime.
- Children will be reminded not to touch their eyes, nose, and mouth.
- Proper Hand Washing and Hygiene practices will be used for children and staff throughout the day. Children and staff should wash their hands for a period of 20 seconds with warm water and soap:
  - Upon arrival in the classroom in the morning
  - Before and after eating meals and snacks
  - After blowing their nose, coughing, or sneezing or in contact with bodily fluids
  - After toileting or changing diapers
- Hand sanitizer with 60% alcohol may be used in lieu of handwashing when needed and will be located throughout the preschool/church.
- Staff members are required to wear masks during car line and as much as is feasible when in close contact with children and coworkers. Preschool children are not required to wear masks. No one under the age of 3 may wear a mask. Masks will not be provided by the preschool.
- Traditional water fountains will be closed; water fill stations will be open. Students are encouraged to bring water bottles from home to keep in their tote bags for drinking throughout the day. Non-essential student movement throughout the school day will be limited. Outdoor recess will be continued, weather permitting, with a limited amount of students on playground at a time.
- In lieu of assemblies, special performances, field trips and school wide meetings or events, including parent orientation and meet & greet, virtual activities will be pursued. Parent/guardian teacher conferences will be held virtually or via phone conference.

➤ **Sanitation Practices:**

BUMP will continue to follow best practices for hygiene, cleaning, sanitizing and disinfecting the classrooms and materials used. Routine cleaning of all surfaces and items frequently used will occur throughout the school day. Toys will be sanitized throughout the day as needed and at the end of each school day. Classrooms and bathrooms are always cleaned and disinfected at the end of each school day. BUMP will refrain from using washable cloth toys during the COVID-19 pandemic.

➤ **Arrival and Departure Procedures:**

We apologize for the inconvenience, but in an effort to keep everyone safe, parents/caregivers will not be able to walk children to class, even after the first two weeks of preschool. All children MUST be dropped off in car line. BUMP Staff Members will complete the health screening process during car line and walk children to class. All children MUST be picked up in car line at the end of the day.

➤ **Children or Staff Who Develop Symptoms During the Day:**

Any child or staff member who develops symptoms during the school day, will be sent home as soon as possible. In the case of a child, BUMP will follow our Illness Policy as outlined in the Family Handbook.

➤ **School-Wide Response to COVID-19 Exposure:**

In the event that an enrolled child or staff member tests positive for COVID-19, BUMP will be using the guidelines put forth by the Georgia Department of Public Health (DPH). All efforts to maintain confidentiality will be made. A class, school closing or quarantine will be decided on with guidance from local health officials. Staff Members and BUMP Students will be expected to follow our preschool policy for returning to work as outlined below:

- Symptomatic persons with confirmed COVID-19 or suspected COVID-19 can return to school after:
  - o At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications AND improvement in respiratory symptoms (e.g., cough, shortness of breath); AND,
  - o At least 10 days have passed since symptoms first appeared
- Asymptomatic persons with confirmed COVID-19 can return to school after:
  - o At least 10 days have passed since the positive laboratory test and the person remains asymptomatic.
  - o Note, asymptomatic persons who test positive and later develop symptoms should follow the guidance for symptomatic persons above
- Asymptomatic persons who have a known exposure to a person with COVID-19 without appropriate PPE can return to school after:
  - o After they have completed all requirements in the DPH guidance for persons exposed to COVID-19 found at <https://dph.georgia.gov/contact>
  - o Of note, if this person is tested for COVID-19 during the 14 day quarantine period, a negative test result would not change or decrease the time a person is monitored, but a positive test would move the person into one of the above categories, based on whether they are still asymptomatic or have developed symptoms.

➤ **Reimbursement/Credit Procedure Concerning Class or Preschool Closing Due to COVID-19:**

The following information is based on the one week’s delayed start of a 40 week preschool year (38 weeks plus 2 staff paid pre-planning weeks). Remember that a monthly tuition payment is actually an installment of your yearly tuition but when we break the entire year’s tuition down by 40 weeks, we get the following amounts that we will as a basis use for tuition credit or reimbursement for possible quarantines or closures this year:

Class	1st Child		2nd Child (with \$10/month discount)	
	Yearly Tuition	Tuition Per Week	Yearly Tuition	Tuition Per Week
MMO 2-day classes	\$ 1,900.00	\$ 47.50	\$ 1,800.00	\$ 45.00
Twos and Threes 3-day classes	\$ 2,327.50	\$ 58.00	\$ 2,227.50	\$ 55.50
Twos and Threes 3-day classes	\$ 2,660.00	\$ 66.50	\$ 2,560.00	\$ 64.00
Pre-K Fours 4-day classes	\$ 2,802.50	\$ 70.00	\$ 2,702.50	\$ 67.50

COVID-19 Situation	Occurrence	Duration	Instruction	Tuition Due
Closure to Clean/Sanitize	Every	1-2 Days	Yes	100%
Quarantine/Closure Per-Semester*	1st Occurrence	1-2 Weeks	Yes	100% weeks 1 & 2
		3-4 Weeks	Yes	50% weeks 3 & 4
	2nd Occurrence	1-2 Weeks	Yes	50% weeks 1 & 2
		3-4 Weeks	No	0% weeks 3 & 4
Any Occurrence Beyond 4 Consecutive Weeks		No	0% week 5 and beyond	

The above chart explained in depth:

**Closing for Cleaning/Sanitizing**

- If your child’s classroom or the preschool is required to close for a period of 1 or 2 days in order to clean/sanitize due to a case of COVID-19, there will be no tuition credits or reimbursements given.

**First Quarantine/Closure of a Semester\***

- The first time in a semester that your child’s classroom (or entire preschool) is quarantined or is closed for two consecutive weeks or less, parents will receive no credit or reimbursement and will be required to make full tuition payment for this time period. During this time, the staff will provide packets of learning for each student and offer as much virtual and digital support as they are able. *All staff will continue to be paid their regular hours during this time.*
- In the event that the first closure of semester lasts more than two weeks, parents will be required to pay ½ weeks tuition for each week beyond two weeks (or will receive ½ a week credit the following month if already paid). During this time, lead teachers will continue to provide packets of learning for each student and provide some virtual learning for up to a month. *Lead teachers would continue to be paid for their hours worked and hopefully we would be able to provide a small stipend for the assistant teachers.*

**Second Quarantine/Closure of a Semester\***

- The second time in a semester that your child’s classroom (or the entire preschool) is quarantined or closed for two consecutive weeks or less, parents will be required to pay ½ weeks tuition for each week of quarantine (or will receive ½ a week credit for each week the following month, if already paid). During this time, lead teachers will provide packets of learning for each student and provide some virtual learning. *Lead teachers would be paid for their actual hours worked and hopefully we would be able to provide a small stipend for the assistant teachers.*
- In the event that the second closure of semester lasts more than two weeks, parents will not be required to pay any tuition or would receive a full week’s credit for each week beyond that two weeks for any tuition already paid. During this time, no educational instruction would be given as we’d be unable to pay the staff.

**Quarantine/Closure of 4 or More Consecutive Weeks**

- After a period a 4 or more consecutive weeks of closure, parents will not be required to pay tuition for time we are out (or would be credited 1 week’s tuition for each week beyond four weeks for any tuition that was already paid). After a closure period of 4 weeks, no educational instruction would be given as *we’d be unable to pay the staff.*

**Quarantine/Closure During Holidays/Scheduled Breaks**

- If quarantines or closures coincide with any holidays or scheduled breaks on our preschool calendar, parents will not be credited or reimbursed for that time period of quarantine or closure and no educational instruction would be provided.

\*Semester 1 from Aug-Dec; Semester 2 from Jan-May