

Mustard Seed Preschool COVID Management Plan

Mustard Seed Preschool plans to open for children on Tuesday, September 1st. In light of the significant spread of COVID-19 in our community we recognize the need to put new policies in place to keep our staff, students and their families safe and healthy. Along with guidance from the Williamson County Health Department and the CDC, members of the MSP community have prayerfully come together to propose a plan that minimizes COVID risk but also considers the social, emotional, and spiritual development of our young students. These are unprecedented times, but we are moving forward in faith trusting the Lord and seeking His glory in all we do this year!

Closings/Opening

Mustard Seed Preschool is moving forward with plans to open on September 1st. It is our desire to remain open, and we are hopeful that the changes to our daily structure will allow us to effectively mitigate COVID risk and reduce our chances of closure. However, there are certain situations that would require the school to close:

- A student or staff member were to become infected with COVID-19. Should this situation arise the school is required to notify the Williamson County Health Department. The Health Department will advise our center on closing and cleaning protocols, and use contact tracing to determine which students and staff need to quarantine. The children and staff in the infected classroom will be required to stay home for 14 days.
- Staff or children from more than one classroom unit becoming infected with COVID-19 would require consideration for a schoolwide closure. MSP would work closely with the Health Department on cleaning protocols and length of closure.
- Staff absenteeism causes the school to not safely provide adequate supervision
- State or local officials recommend closure

Wellness Policies

- **Staff COVID 19 Wellness Policy**
 - Staff should wear cloth face coverings or disposable protective masks when outside of their classroom. Face coverings should be worn in a way to cover the nose and mouth.
 - Temperature checks will be taken and documented on all staff members each morning at the MSP entrance. No staff member will be allowed to enter the building with a temperature greater than 100 degrees F.
 - Staff members must immediately inform the school if after any MSP event or school day they present with COVID symptoms or learn they have come in contact with someone who has COVID 19.
 - If a staff member develops a fever they are required to provide a clearance letter from a physician before returning to work.
 - Staff members will be asked the following questions each morning upon arrival.
 - ✓ In the last 14 days, have you been in close contact with a person with a suspected or confirmed diagnosis of COVID-19?
 - ✓ In the last 48 hrs, have you had shortness of breath, an unusual cough, sore throat, or other flu-like symptoms?

- ✓ Have you had a fever of 100 degrees F or greater in the past 72-hours?
 - ✓ Have you had new loss of taste or smell?
 - ✓ Have you had vomiting or diarrhea in the last 24 hrs?
- **Student/ Family Wellness Policy**
 - Parents should wear a cloth face covering or disposable protective mask at drop off, pick up, or anytime they are around Mustard Seed staff. Face coverings must cover the nose and mouth.
 - Parents will be asked to daily monitor for COVID symptoms among members of their household and check their child's temperature at home each morning.
 - Parents must immediately inform the school if after any MSP event or school day the parent or child present with COVID symptoms or learn they have come in contact with someone who has COVID 19.
 - Parents will also be asked the following questions each day at drop off. If parents are not able to answer no to all questions their child should remain at home:
 - In the last 14 days, have you or your child been in close contact with a person with a suspected or confirmed diagnosis of COVID-19?
 - In the last 48 hrs, have you or your child had shortness of breath, an unusual cough, sore throat, or other flu-like symptoms?
 - Have you or your child had a fever of 100 degrees F or greater in the past 72-hours?
 - Have you or your child had new loss of taste or smell?
 - Have your or your child had vomiting or diarrhea in the last 24 hrs?
 - Please see attached MSP general wellness plan

Drop Off

- Children will be dropped off in the area under the long brown awning outside the crossover doors at the back of the church.
- The front rows of the parking area will be blocked off with cones and parents will park in the second and third sections of the parking lot.
- Parents will walk their child to their class designated spot and sign their child in. Sign in will take place on the opposite side of the sidewalk from the classes.
- All staff and parents will be masked at drop off.
- Children will sit with their class. Classes will be spaced at least 6 ft apart from each other.
- Only one parent should attend drop off and siblings are discouraged at drop off as well.
- Drop off will begin at 9:05 and end at 9:15. After 9:15 AM parents will need to bring their child to the main MSP door. Parents will sign their child in at the outside door and office staff will walk children to their classrooms.

Pick Up

- MSP will continue our normal car line procedure for pick up.
- Parents must wear a cloth face covering or disposable protective mask when outside of their vehicle. The face covering must cover the nose and mouth.
- Parents are encouraged to bring their own ink pen for signing children out.

Parent Night/Open House

- Parent Night will be done virtually this year. Administration will email a video to families with important Mustard Seed information.

- Teachers will email classroom information to families.
- Open House will be by appointment. Each family will have a designated 15 minute time slot to see their classroom, meet with their teacher and pick up their folder.
- Parents must wear a cloth face covering or disposable protective mask while inside the school for Open House. The face covering should cover the nose and mouth.
- Each parent will have a temperature check and be asked the COVID wellness screening questions upon arrival.

Classroom Policies

- All classrooms will be capped at 10 students. Should COVID numbers improve the MSP Advisory Board will reevaluate class size.
- Children will not be required to wear masks in class.
- Teachers may remove masks in their classroom, but masks are encouraged if working in close proximity to children or other staff.
- Each child will be given their own pencil pouch of supplies to use for the year.
- Surfaces will continue to be cleaned and disinfected throughout the day.
- Most soft items will be removed from classrooms.
- Classroom schedules will be arranged to eliminate the intermingling of classes. Only one class will be scheduled in a specials class at a time. Only one class will be scheduled on the playground at a time.
- Devotions will be teacher led and held in classrooms.
- As always children will wash hands or use hand sanitizer upon arrival in the classroom, as well as before and after eating snack or lunch.

Shared Spaces

- Only one class will be allowed in the Gathering Space area at a time.
- El Pueblo
 - Children will use hand sanitizer upon arrival and exit
 - Dress up clothes and soft toys will be removed for the time being
 - There will be two sets of toys so that toys can be cleaned and disinfected between classes.
- Playground/Southside Yard
 - A new outdoor play area will be available to classes this year. The outdoor fenced in area off of the Event Center will have tricycles, scooters, balls, hoops, jump ropes, etc...
 - Classes will alternate use of this space with the playground to allow for only one class in a space at a time.
- Morning Staff Prayer Meetings
 - Morning prayer meetings will be held in the crossover area.
 - All staff will stand at least 6 ft apart
 - All staff will wear masks

Communication

Mustard Seed Preschool will communicate closings, changes, and information via email and Social Media platforms. It will be important for parents to check email daily for announcements and updates from the school and their classroom teachers. For last minute all school closures Mustard

Seed will continue to use the RainedOut app to send emergency texts. Parents can text Mustardseedpreschool to 844383 to receive texts.

Mustard Seed Preschool Wellness Policy

We ask that you keep your child at home with any of the following symptoms or illnesses.

- Fever greater than 100—do not give meds and send to school. Children must be fever free for 72 hours without medication before they return to school.
- Runny Nose—yellow or green
- Questionable rashes/parasitic infections
- Persistent or Unusual Cough
- Sore throat or other flu like symptoms
- Vomiting within 24 hours of school start time
- Diarrhea within 24 hours of school start time
- Impetigo
- Exposure to or Active Chicken Pox
- Measles
- Mumps
- Conjunctivitis (Pink Eye)

If your child is being treated with antibiotics, he/she should be on the medicine for at least 24 hours before coming to school.

If your child has a continually clear-runny nose or rash due to non-contagious allergies, please let us know. We realize that some symptoms hang on long after the child is no longer contagious.

COVID 19 Wellness Policy

Parents will be asked to daily monitor for COVID symptoms among members of their household and check their child's temperature at home each morning.

Parents must immediately inform the school if after any MSP event or school day the parent or child present with COVID symptoms or learn they have come in contact with someone who has COVID 19.

Parents will also be asked the following questions each day at drop off. If parents are not able to answer no to all questions their child should remain at home:

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- Have you or your child had a fever of 100 degrees F or greater in the past 72-hours?
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