



Pandemic Guidelines Handbook March–May 2021

This handbook is to help guide parents of Good Shepherd Lutheran School during a pandemic. This handbook is subject to change based on updates made by Federal, State, and Local authorities, Good Shepherd Lutheran Church, or Preschool leaders. We follow all rules, regulations, and requirements of the Virginia Department of Social Services (VDSS), as well as recommendations of the local, state, and federal government for the health and safety of students, families, and staff. Please refer to the Waiver of Liability for specific information. It can be found on our website: www.gslcva.org/preschool.

Building Access

Our approved Mitigation Strategy Plan for reopening states that no parents or any other non-staff adults or visitors of any age will be allowed in the preschool or the surrounding indoor areas.

Cleaning Protocols

Classroom surfaces, toys, equipment, and toilets will be cleaned and disinfected throughout the school day. Toilets will be cleaned and disinfected after each child's use. Custodial services will disinfect the classrooms surfaces, restrooms, and preschool wing surfaces every evening. Ionizers are being installed in the preschool wing.

Teachers and Staff

All teachers and staff are required to have the COVID-19 vaccination. Teachers and staff will complete a COVID-19 health checklist and temperature check at the start of every school day with the Director. All teachers and staff must wear a clean mask at all times. Frequent handwashing, hand sanitizing, or a change in disposable gloves is required when teachers move from one student to another. Disposable gloves will be used for all sanitizing. Teachers and staff will be required to stay home for the required quarantine period if they have tested positive for COVID-19 or been in close contact with a person testing positive for COVID-19. A clearance note from their physician will be required. Staff members with symptoms of COVID-19 will not be able to return to school until they have been evaluated by a healthcare professional and have a written confirmation from the HCP that they may safely return to school. Staff will practice social distancing guidelines and avoid exposure during off-duty hours.

Health Requirement Message

Good Shepherd Lutheran School is required by the Department of Health/Social Services to report any child, parent, or staff member who becomes ill with COVID-19.

The School Director will immediately call the Health Department to make our report. The Director will follow their guidance to determine how Good Shepherd Lutheran School responds to the case, including school closure, and when that individual may safely return to school.

March–May Tuition Payments

Families will individually receive a statement of tuition payments for March through May. Tuition will not be refunded for missed days of school. We will adhere to closure directives by the Health Department related to COVID-19, and will follow the guidelines of the VDSS, State, Federal, and Local authorities, Good Shepherd Lutheran Church, or Preschool leaders.

Students

Students will be required to wear a new cloth mask, upon arrival, at all times. The exception is when they are eating snack or drinking water. The mask will remain on the child when they return to the vehicle at the end of the school day and are inside the vehicle. A new cloth mask, provided by the Health Department, is available daily to all children upon request.

Students will be required to wash their hands upon arrival. Increased handwashing throughout the school day will be needed as the children move from one activity to another. This includes our pre-pandemic policies of handwashing prior to eating or drinking, after toileting, after outdoor activities, etc.

Student Supplies

All parents are asked to provide a reusable water bottle, labeled with your child's name, for their child to use daily. The water bottle will remain at school and will be sanitized by the teacher at the end of the day. Please let the school office know if you would like us to provide a water bottle. We will be happy to do so.

No personal articles, school bags, or backpacks are allowed at school. Only a jacket, coat, hat, gloves, emergency clothes (see below), and a water bottle are permitted.

Please have your child bring a change of clothing: top, bottom, underwear, and socks. Thank you for placing them in a plastic or paper bag to remain at school. Accidents happen in all ages! We treat them as accidents. However, following pandemic guidelines, children must master their routine toileting unassisted.

Children will not share supplies. Good Shepherd is providing each child a plastic school case containing scissors, glue sticks, crayons, and age-appropriate tools for writing and art.

Social Distancing

Staff will follow the Social Distancing Procedures presented in our Reopening Mitigation Strategies reviewed by the VDSS. Staff and children will strive to remain six feet apart in the classroom, open indoor areas, and during outdoor activities. Our teachers and staff all desire to implement these directives in an understanding, nurturing manner. However, if a child is unable to understand the concept, or his/her behavior is putting others at risk, the Director will request an immediate conference with the parents.

Classroom "Bubble"

Each classroom will be a "Bubble." To reduce the risk of possible transmission of the coronavirus, only the two assigned teachers to that classroom and the enrolled students will be allowed at any time in that Bubble (emergencies excluded). Teachers will not move from one classroom to another. Staff will not enter the School Office. Visitors are not allowed on campus. (See "Building Access" above.)

Snacks

Good Shepherd Lutheran School will daily provide individually wrapped, nut-free snacks for each child. No snacks can be brought from home. Children will drink water from their personal water bottle. Water fountains are considered unsafe during the pandemic.

Outdoor Activities

Outdoor time will be utilized as often as possible, weather permitting. Classes will use the outdoor areas on a rotating basis only. Specifically, classes will not interact on the playground, in the parking lot, or other play areas at the same time. The teachers have planned many new and creative outdoor activities!

Arrival and Departure Car Line

Arrival

- The car line will begin promptly at 9:15 a.m.
- Vehicles will enter the lower (preschool) parking lot following the signs
- Place a sheet of paper (such as letter-size paper) on the dashboard in front of the driver with the child's first and last name in **bold, large letters** for quick reference.

- The enrolled child must be sitting on the left side, when possible, behind the driver. If children are carpooling, the second child (or more) will then move to that spot after the first child has left the vehicle.
- Everyone in the vehicle (excluding children under 3) must be wearing a mask upon arrival.
- The driver will lower the back window by the student, and a 2-second non-contact temperature scan will be made while the child remains in the vehicle. Please remove your child's hat/hood on the way to school to avoid the child becoming overheated and thus ensure a more accurate temperature. It also assists in taking their temperature as quickly as possible.
- **Parents are required to review the Daily Health Screening form (below) each morning before arrival.**
- Bringing their child to school affirms that the parent has read, understands, and is abiding by the Daily Health Screening policies. Daily Health Screening for each child will be recorded daily.
- The child will step out of the vehicle, with assistance, and be guided to the teacher. **Parents and all riders must remain in the car.**

The Assistant Teachers will be waiting nearby to greet the child(ren) and escort them to the classroom, entering from the outside.

Departure

At 12:15 p.m., please follow the same drive-in procedure, with the child's name visible at the dashboard window. All children will be waiting to be escorted to your vehicle.

Daily Health Screening Form

- **Within the last 24 hours, has your child exhibited a fever or chills, cough, shortness of breath, difficulty in breathing, fatigue, muscle/body aches, headache, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, new loss of taste or smell?**
- **Has your child, or anyone in your home, come into contact with anyone who has tested positive with COVID-19, or is awaiting COVID-19 results?**

We know that it will be difficult to see you and not be able to "visit" in the car line. Please understand there will be many cars waiting in line. Many parents must follow new bell schedules for their elementary school children, and others are anxious with siblings at home.

Please download, sign, and date the final page of this document. The signature page, and all other school forms, must be returned no later than Monday, March 8, at 1:00 p.m.

Pandemic Guidelines Handbook

March–May 2021

I have read, understand, and will support the school policies as stated in the **Pandemic Guidelines Handbook for March–May 2021**

Parent Signature

Printed Parent Name

Date Signed

Enrolled Child's Name