



RWS Families
COVID-19 Modifications to
Policies and Procedures

Social Distancing Strategies

- Children will remain in their own classroom and not be mixed with children of other classrooms.
- Teachers will remain with their assigned classroom and will only go into other classrooms if there is no other alternative.
- Teachers will arrange their classroom space to accommodate Social Distancing (independent play, children spaced 6 feet apart to the best extent possible, etc.)
- Classes will follow schedules for playgrounds. The playground space is divided into three sections with chain link fence to separate. This will allow three classes to be outside at one time.

Parent Drop Off and Pick Up

• Morning Carpool (8:50am-9:15am)

- *Toddler and Preschool parents* will all come through the morning carpool line via Antrim Ave., across the front of the church and turn Right along the driveway.
- Students will receive temperature checks while children stay in the vehicle.
- Once temperature checks are complete, the preschool child will exit the vehicle and be escorted into the building by a teacher. The teacher will sanitize hands using the hand sanitizing station at the main office door before assisting another child out of the vehicle.
- *Toddler parents* will need to travel through the carpool line and park within the first level of the parking lot. The toddler parent will be masked and walk the child up to the exterior door of the toddler classroom where a toddler teacher will greet and take the child into the room for their hands to be washed.

• Afternoon Carpool (11:50am-12:15pm)

- *All toddler parents* should arrive masked and pick up their child at the exterior door of the toddler classroom no later than **11:45am**.
- Each parent will be practice social distancing of 6 ft. between persons while waiting to receive their child at the exterior door.
- If the toddler parent also has a preschool child to pick up, they may choose to get back in the afternoon carpool line or the parent will wait outside the main office door, keeping 6 ft. of distance and let the teacher at the door know the child that is being picked up.

- Once the student is received by the parent, we ask that the families do not linger to talk to other families. We must encourage social distancing and safe procedures during afternoon carpool.
- *Preschool parents* should enter the afternoon carpool line the same way as the morning line via Antrim Ave. across the front of the church and Right along the driveway.
- Parents will not be allowed to enter the building.
- If parents arrive at a time that is outside of the 8:50am-9:15am drop off and 11:50am-12:15pm pick up window, please push the buzzer at the main office door. A teacher or administrator will greet the child at the door, complete a temperature check and take them to the classroom.
- *Please be on time, so that we may begin the day as smoothly as possible for all the children.*

Health Screenings

- Administration will conduct health checks for all staff and students before they enter the building each day.
- Health Checks will involve taking temperatures of every staff member and student and answering health questions...
 - Have you used any fever reducing medication for your child today?
 - Has your child or anyone in your family been exposed to any person testing positive for COVID?
 - Teachers will observe children throughout the day for signs of illness and will notify Administration if they suspect a child is sick.
- Children and staff members' temperatures may be taken at any point during the day.
- The childcare room located on the main office level, will be used as an isolation room if needed for sick children until their parents can get to school to pick them up. Parents should pick up within 30 minutes of the call to pick up.
- **If you find out that a Reveille Weekday School student, family member, or employee is confirmed to have COVID-19, notify RWS Administration immediately. RWS Administration will notify the Richmond City Health Department and Virginia Department of Health for further guidance.**

Daily Health Screening Statements

- My child has not had a fever of 100.0°F or higher or exhibited any cold or flu-like symptoms in the past 14 days.
- My child has not had any fever reducing medications (Tylenol or Motrin) in the last 24 hours.

- No one in our household has had a fever or exhibited any cold or flu-like symptoms in the past 14 days.
- No one in our household has had close contact with or cared for someone with COVID-19 in the last 14 days.
- No one in our household is currently awaiting testing for COVID-19.
- I have notified Reveille Weekday School of all travel outside of the Richmond area in the past 14 days.

Exclusion Criteria

- If you cannot affirm any daily health screening statement....
- A temperature of **100.0 degrees or higher for any reason**, shortness of breath, trouble breathing, pain, chills, extreme cough, etc., will prevent entry to the school.
- If any household member of the child is exhibiting any of the aforementioned symptoms, the child will not be allowed to come to school.
- Children and staff members will not be allowed to return to school until after they have been symptom free, including fever free without fever reducing medication (e.g., Tylenol or Motrin), for a **minimum of 72 hours** .
- If a child, staff member, or household member of a child or staff member tests positive for COVID-19, they will not be allowed to return to school for a minimum of 14 days and must have a doctor's note approving their return to school.

Masks and Facial Coverings

- Children under the age of 2 should not wear facial coverings.
- We encourage parents of children **over** the age of 2 years old to send a child in a mask, with the understanding that we will do our best to have the mask remain on during school hours. The child will have to adjust the mask themselves. Staff will not be responsible to adjust the mask for the child.
- Reveille Weekday School staff will wear masks in common areas where more than one person is present (hallways, office, library, playground etc.), and if for any reason they enter a classroom they are not assigned to.
- Administration members will wear masks during health screenings and when entering any classroom.
- While masks are not required, they are encouraged when social distancing is not possible for children over the age of 2.

Hand Washing

- Wash hands with soap and water for at least 20 seconds.
- If soap and water are not readily available (e.g., on the playground), alcohol-based sanitizer may be used.
- Children (ALL AGES) will be supervised during hand washing.
- All children and staff members will engage in hand washing at the following times:
 - Arrival to the facility
 - Before and after eating, handling food or drinks, or feeding children
 - Before and after administering diaper cream
 - Before and after diapering
 - After using the toilet or helping a child use the bathroom
 - Before going to a new classroom (should only apply to Administration or specials teachers)
 - After coming in contact with bodily fluid
 - Before and after playing outdoors
 - After handling garbage

Toys

- Toys that have gone in a **child's mouth** or have been **coughed or sneezed on**, will immediately be placed in a Toy Wash bin.
- Toys can be shared with children in their own classroom.
- Indoor toys should not be shared with another classroom until they have been sanitized.
- Fabric toys and dress up clothes will not be used at this time.
- Children should NOT bring toys from home.
- Books and other paper-based items are not considered a high risk for transmission, so therefore do not require special procedures.

Cleaning and Sanitizing

- Each classroom will have a bin near the sink for toys that need to be sanitized daily. The office has mesh bags available to run some smaller items through the high heat of the dishwasher.
- Bleach and water solution will be used to clean all table top surfaces and diaper changing areas.
- Diaper changes-teachers changing a diaper will remain masked and use a protective shield over the mask.

- **At the top of every hour**, a staff member in each classroom will sanitize all high-touch surfaces, including: toilet seats and flushers, door handles, faucets, etc.using Professional Purell Disinfectant Spray.
- The Reveille facilities staff will be cleaning common area bathrooms located on each level of the building as well as high touch surfaces in the hallways (door handles, handrails, etc).
- Water fountains will NOT be used at this time and covered by facilities staff.

Outdoor Time/Inclement Weather

- If more than one group is outside at one time, they must stay in their designated area. Groups are not allowed to mix, even outdoors.
- We will refrain from using sandboxes at this time. We hope to reopen them later in the school year.
- For indoor play, teachers may use chairs or a divider in the Fellowship Hall and the gym if we have inclement weather. This would allow for two groups to be in the gym at the same time, but classes must remain separate.

Sensory Play

- Children may not share any sensory materials.
- Water tables should not be used.
- Play dough cannot be disinfected. We will avoid using play dough for at least the first half of the school year.

Snack time/Class Parties

- Children will be bring their snack in a disposable bag.
- Toddlers-a sippy cup may be brought from home, however, it will be kept out of reach in the child's cubby. Teachers will monitor a child's use of a sippy cup.
- Preschoolers-water bottles with a closed lid can be brought to school, however they must remain in the child's backpack and may access it under supervision.
- The use of a disposable cup is preferred. Cups will be provided like usual, in each classroom.
- Teachers will refresh water at snack time to be poured into the cups for the children.
- Teachers will use gloves when preparing, distributing snack, opening snack packaging and pouring water.
- Parents may still send in store bought items to contribute to a class party, however at this time, we will not have parents on site to attend the party.

Visitors

- Reveille essential personnel only & students only allowed in the building.
- Parents always have access to your child.
 - Please come to the main office doors if there's any emergency and you need to enter the building.
 - Push the silver button to call the office and wait at the doors until someone greets you.
 - Upon entering, you will need to be masked, temperature will be checked, health screening questions asked.
 - Please wash your hands and remain 6 ft. Of distance between persons, with the exception of your own child(ren).