



## **Madison Street Preschool Safety Protocol and Reopening Guidelines Fall 2020/2021**

The purpose of these guidelines is to establish procedures for faculty, staff, students, families, and visitors returning to Madison Street Preschool during the COVID-19 pandemic and to ensure a safe environment.

### **Our Reopening Plan**

Our leadership has studied a comprehensive review of COVID-19 public health guidance, state reopening guidelines, our preschool footprints, preschool logistics, and more to deliver a multi-faceted plan. Informed by regular engagement with medical experts, peer preschools and local public & private schools that will reopen, as well as numerous local, national, and international resources and organizations, the Reopening Plan was developed with care and focused intention on balancing the delivery of our time honored preschool experience while mitigating risk in our community.

Below are listed the current types of high-level elements in place for the start of the 2020–2021 academic year:

- **Parent Partnership:** The partnership between the school and the family is vital. We will depend on families to protect the school population by ensuring students are healthy prior to coming to school. Families can depend on the school to protect the students, to the best of our ability, following established guidelines and practices. In turn, to the best of our ability, the school will endeavor to protect our students by following established guidelines and practices.
- **Physical Distancing:** One point of high risk for our community is large group gatherings, including classrooms, group spaces, lunch, chapel and music class. We will adhere to church, local, state, and federal recommendations and health guidelines as it relates to physical distancing, group size, and make modifications accordingly. We are currently taking steps to shift our classroom spaces to allow each class to “spread out” as much as possible for daily activities to include circle time/morning meeting, table seating, centers and activities, etc. This may include classrooms shifting into two rooms, or even some classes moving into larger rooms on the third floor of our building. While we will strive to mitigate risks by separating students, we

will continually monitor and adapt our policies to promote safety. Lunch will be held in the classroom (with distancing precautions in place), or weather permitting may be held outside (picnic style). Masks and/or face shields will be required to be worn by all staff members, and students aged 2 yrs. and up will be required to bring a face mask to preschool to have available should the need arise for them to be worn in common areas and as children transition in classes or groups. Students may wear masks throughout the entirety of the preschool day at parent request. Teachers may provide creative social distancing measures for their individual classrooms- for example individual see-through desk dividers decorated specifically for each student with areas for storing individual hand sanitizer and hooks for mask storage.

- **Additional Health and Safety Precautions:** Measures will be in place to acknowledge potential exposure, mitigate risk, and promote safety for our entire community while within the church facilities. Precautions include daily screenings, wearing masks, disinfecting and cleaning processes, and encouraging personal hygiene practices.

- **Strong Preschool Experience:** Whether on campus or in remote learning, students will experience a preschool day attending regular classes and school activities in a potentially modified manner. Faculty will continue to use tools and best practices to serve our students through any disruptions and transitions that may occur throughout the year.

**Limited class sizes:** Madison Street Preschool will reopen with limited enrollment to allow for social distancing (these numbers represent MAXIMUM for the time being, and may be reduced through enrollment holds at the discretion of the director.

- Ones- 12 students, 3 adults
- Twos- (two classes) 8 students, 2 adults each class
- Threes- (two classes) 10 students, 2 adults each class
- Fours- (two classes) 11 students, 2 adults each class
  - Total number of students- 70

- **Prepared for Interruptions:** If we are not permitted to experience on-campus learning, and we are required to move to Virtual Preschool, we have worked diligently to respond to parent feedback. We will be implementing a more streamlined and cohesive learning plan throughout each age group in our preschool.

- **Safe drop off & pick up procedures:** In an effort to limit the number of people entering the church facilities (thereby limiting the exposure to potential exposure) we will be changing our drop off and pick up procedures for the coming year. Each age group will specifically be assigned an entrance to the church building where they are to be dropped off and picked up each afternoon. Drop off and pick up times will be staggered to allow for social distancing in the parking lots as well as when lining up at the doors. We understand that for parents with children in multiple age groups this may be cumbersome, but we believe that this added precaution is necessary. At each specific age group entrance, teachers and aides will be waiting to admit

students each morning and perform temperature checks upon entrance to the building.

Staggered drop off/pickup times will be:

- Fours and Ones classes: 8:45 drop off, 1:45 pick up
- Twos and Threes classes: 8:55 drop off, 1:55 pick up

At drop off, students will gather with staff and make their way up to their classrooms no later than 9:05AM. At 1:45 or 1:55 (depending on age grouping) teachers will return with students to their assigned entrance to reunite students with parents for dismissal in an orderly fashion. The elevator will be utilized for the classes to make their way through the building, and the Ones class may use the rolling cribs and/or multiple child strollers to assist in transporting all students at one time. Parents are asked to wear masks and/or face shields in accordance to state and county guidelines, as well as using social distancing practices as they wait outside each designated church entrance for their own safety and the safety of others.

At this time, we plan to use the following doors for building access per age group:

- Ones- primary doors under the portico, Commerce Street access
- Twos- single door, fellowship hall entrance, Commerce Street access
- Threes- double doors, gym area entrance, Commerce Street access
- Fours- single side door, fellowship hall door entrance, Hiter Street access

For late arrival to the preschool, (meaning arrival at any point after 9:05AM) the director will be available at the primary Commerce Street entrance (under the portico) until 9:20AM. If a parent anticipates arrival at preschool later than this time, they will need to call the preschool office and speak to the director so that she can arrange to meet them at the doors to conduct screenings and bring the student into the facilities. We will be making every effort to limit visitors entering the building to limit exposure.

**Definitions COVID-19:** A human disease condition caused by the novel coronavirus. People with COVID-19 have a wide range of symptoms ranging from no observable symptoms, mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. The Centers for Disease Control and Prevention (CDC) have identified the following symptoms as possible indications of COVID-19: • Cough • Shortness of breath or difficulty breathing • Fever (100.4 F or higher) • Chills • Muscle pain • Sore throat • New loss of taste or smell. Other less common symptoms have been reported including gastrointestinal symptoms like nausea, vomiting, or diarrhea. This list does not include all possible symptoms and may be updated by the CDC.

## **Guiding Principles**

The following five commitments guide our planning, decision-making, and implementation for procedures in returning to preschool at Madison Street UMC.

1. Our preschool ministry will honor our Wesleyan traditions and rules as a United Methodist Church. In paraphrase, the UMC and our ministry will continue to honor the teachings of John Wesley-

- Do no harm.
- Do good.
- Attend upon all the ordinances of God.

2. Our preschool ministry will put safety first. We will leverage science, data, and public health leadership to inform the choices we make for the safety of our students, staff, families, and community.

3. Our preschool ministry will be transparent. We will share what we know and be clear about what we can control and what is outside of our control.

4. Our preschool ministry will be equitable. We will center decisions on what is best for our students, families, staff, and community.

5. Our preschool ministry will be decisive. Given the ever changing climate of our COVID-19 society, as well as size and scope of the challenge, we must move deliberately and make tough choices. We will adapt as quickly as possible as variables change. This includes all difficult decisions regarding student and staff safety, potential shifts to virtual learning, tuition and fee payments, etc. We will honor our commitment to be good stewards of this ministry and the families we are grateful to serve.

## **Screening Process**

### **Screening begins at HOME.**

MSP will educate and support families on identifying the symptoms that indicate staff and students must stay at home. We hold an expectation that families will self-report symptoms of illness, which could include fever or new onset of cough. Self-reporting procedures will include calling the preschool, contacting your health-care provider, and/or emailing the preschool director and your child's teacher.

### **Screening continues at PRESCHOOL:**

MSP staff will check for symptoms (which will include temperature checks) and/or confirm with families students are COVID-19 symptom free. Additionally, preschool staff will monitor all students for symptoms throughout each preschool day. If students at any time show any

symptoms which might imply illness (including cough, sneezing, fever, stomach issues, etc.) the preschool director will contact parents and the student will be picked up as soon as possible. This is not only to protect other students and staff from potential germs, but to protect the student whose minor illness (allergies, stomach virus, etc.) that might make them potentially more susceptible to COVID-19. We ask that parents strongly consider keeping students at home if they have an illness of any kind, as there is simply so much unknown regarding children and this virus.

### **COVID-19 Guidelines for Employees**

1. Madison Street Preschool is committed to providing faculty, staff, students, families, and our church congregation a safe environment despite the COVID-19 pandemic. MSP will monitor-- to every extent possible-- all student, staff, and congregational health.
2. Employees must take personal responsibility in following the recommended local, state, and federal COVID-19 guidelines.
3. Employees must be free of any COVID-19 related symptoms to be in the church buildings.
4. An employee displaying multiple COVID-19 symptoms may be asked to leave the church facilities immediately and seek medical care and/or COVID-19 testing as soon as possible. Failure to seek medical care or COVID-19 testing may impact an employee's pay and employment status.
5. An employee displaying symptoms may be required to self-quarantine as outlined in the local, state, and federal guidelines and will return to work according to local, state, and federal guidelines and/or a negative COVID-19 test has been submitted.
6. Employees who have been within six (6) feet or less for fifteen (15) minutes or more of an individual who tests positive for COVID-19 or has been in direct contact with a positive COVID-19 case must follow the mandatory local, state, and federal policy recommended quarantine period and seek COVID-19 testing. The current recommended period is 14 days. Depending on the employee's specific circumstances, the employee with a negative test could return to work.
7. Prior to arriving at the church facility each day, an employee must take his/her temperature to ensure it is below 100.4 degrees. If an employee's temperature is higher than the minimum allowed by the local, state, and federal policy or the employee is exhibiting COVID-19 symptoms, the employee must stay home and seek medical care and/or COVID-19 testing. The employee must also notify the preschool director immediately.
  - Depending on the employee's specific circumstances, the employee will use unpaid leave to allow the preschool to provide a substitute for their position in accordance with the Family and Medical Leave Act (FMLA), and/or if applicable the Families First Coronavirus Response Act process.
8. Employees must respond to any pre-screening questions to the best of their knowledge, as defined by the State of Tennessee or local and federal policy guidelines upon arrival to

MSUMC. An employee who answers “yes” to any of the pre-screening questions will be required to leave the church facility immediately and seek medical care and/or COVID-19 testing.

9. Employees must practice social distancing to the greatest extent possible by maintaining a distance of at least six (6) feet between individuals or wear a mask.

10. Employees must follow all COVID-19 directives published by MSUMC including, but not limited to, plans regarding the health and safety of ALL MSUMC ministries, notices on MSUMC webpage, the Madison Street Preschool social media pages, as well as building and facility signage.

### **COVID-19 Guidelines Related to Students**

1. Families of preschool students must take personal responsibility in following the recommended federal, state, and local COVID-19 guidelines.

2. A student displaying any symptoms of COVID-19 is expected to self-quarantine immediately. If at preschool, the preschool director will call the parent/guardian to arrange for immediate student pick up, medical care and/or COVID-19 testing.

3. A student awaiting the results of a COVID-19 test will be required to quarantine at home until the results are reported.

4. Students who test positive for COVID-19 must remain in quarantine at home until the student is released to return to preschool, as determined by their physician in consultation with local, state, and federal guidelines. Documentation from the physician must be given to the preschool director prior to returning to school. During this time, MSP will provide class activities and communication to the quarantined student as much as possible.

5. Information regarding MSP’s Attendance and Tuition Fee Schedule will be provided in the updated 2020-2021 School Handbook.

### **COVID-19 Guidelines Applicable to Employees, Students, and Visitors**

1. Employees, students, visitors, and contractors entering the church facilities at any time are required to wear a cloth or surgical-style mask or face covering/shield following the guidelines of all local, state, and federal recommendations in closed areas where physical distancing is difficult. Large interior areas and outdoor areas are excluded unless people are within six feet of each other. When the face covering is required, it must be worn over the nose and mouth. The exception to this rule would apply to all students under the age of 2. Families may request that students under the age of 2 wear a mask, at parent discretion. Teachers may wear face shields during class times where instruction is dependent on their mouth being visible to students, such as in literacy focused lessons instructing on correct phonemic awareness and formation of letter sounds.

2. For preschool business that cannot be conducted remotely, employees, students, families, and visitors should schedule appointments with the appropriate faculty or staff prior to visiting the preschool.

3. For late arrival to the preschool, (meaning arrival at any point after 9:10AM) the director will be available at the primary Commerce Street entrance (under the portico) until 9:20AM. If a parent anticipates arrival at preschool later than this time, they will need to call the preschool office and speak to the director so that she can arrange to meet them at the doors to bring the student into the facilities. We will be making every effort to limit visitors entering the building to limit exposure.

4. For early pickups of students (in the case of leaving early for appointments, etc.) this should be communicated to the child's teacher and/or preschool director in advance as much as possible. Parents are asked to call the preschool office to arrange for a staff member to escort the child to the specific assigned door for their age group for pick up.

### **Acknowledgement of Risk**

By entering Madison Street Preschool and the facilities of Madison Street United Methodist Church, each person(s) acknowledges that both known and unknown risks exist, including but not limited to potential risk of exposure to respiratory illnesses such as the coronavirus (COVID-19). Madison Street Preschool cannot guarantee that any person(s) that enters our campus or facilities will not contract the virus. We will continue our efforts to implement as many safety procedures and protocols to ensure the safety of all students and families involved in our ministries.

### **Acknowledgement of Commitment**

By enrolling a student for attendance at Madison Street Preschool, families acknowledge that they are making a financial commitment to our ministry, to the faculty and staff who devote their time and love to the children we serve, and to their own children. MSP will operate in a traditional manner as much as possible throughout the 2020/2021 preschool year (as outlined in the attached preschool calendar), but if local, state or federal closures are mandated (in accordance with our policy to follow CMCSS regarding closures) then we will pivot into virtual learning for as long as is required. Every effort will be made to continue normal learning through virtual means, with the goal being a return to traditional preschool as quickly as possible. In the event of a mandated virtual shift, families acknowledge their commitment to our ministry and will continue to pay tuition and fees to allow us to provide for our staff and operating costs.

All enrolled students are required to have a signed copy of parental understanding of these policies in their files prior to their entry into preschool class on the first day of preschool, September 8, 2020. Parents, please sign the following acknowledgement and return to the preschool with other necessary documentation for your child.

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### **Acknowledgment of Madison Street Preschool Guidelines, 2020/2021 Preschool Year**

By signing this document, I acknowledge that I have read and understand the guidelines and procedures set forth by Madison Street Preschool for the operation of the 2020/2021 Preschool year. I understand that I am acknowledging the policies of this ministry program to include the Acknowledgement of Risk, Acknowledgment of Commitment, and my family will adhere to the COVID-19 guidelines in this document for the safety of our family and others throughout the preschool year.

Student name: \_\_\_\_\_

Parent printed name: \_\_\_\_\_

Parent signature: \_\_\_\_\_

Date: \_\_\_\_\_

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### **Frequently Asked Questions About the 2020-2021 Preschool Year**

*Will enrichment classes still be offered?* Enrichment classes music and Spanish will not be offered this year, as we will be operating with a lower number of students to allow for social distancing. Chapel will still be held each week, either in individual classrooms or with appropriate spacing in the sanctuary space. Physical distancing will be a priority.

*Will recess and play times still happen?* As always, recess will be outside when possible, but both the gym and 2nd floor playroom will be utilized to help students remain active but at a safe distance from each other. Access to the gym may be limited due to Urban Ministries using the space weekly for their food giveaway program to serve the community. (The Food Distribution will move from Thursday to Wednesday 2-7PM beginning August 1 to avoid traffic issues.) Teachers will be adjusting their daily schedules to accommodate recess time earlier in the day when the heat index is lower, as the gym is being used by Urban Ministries.

*Will my child be required to wear a mask all day?* We do not anticipate any student will need to wear a mask all day. In common areas where physical distancing is impossible, masks will be required. In classrooms, teachers will make every effort to utilize spacing for activities, tables will be arranged to physically distance students from each other. Where that is not possible, our amazing teachers have created cute see-through dividers for a safety barrier.

*Will the calendar or schedule be altered?* Please see the attached preschool calendar, which has been modified to reflect our later start date. This start date was pushed back to follow Governor Lee's extension of the state of emergency throughout Tennessee until August 31.

*What cleaning protocols will the preschool be following?* Our church custodian will work hand in hand with preschool faculty to implement cleaning protocols throughout all spaces the preschool utilizes. We are equipped with adequate cleaning and disinfectant supplies. We will have hand sanitizer in hallways and classrooms. Signage is being added to restrooms, hallways, and common areas about reminders for good hygiene. A daily disinfectant protocol is being added for each classroom, and classrooms will be cleaned thoroughly at the end of each preschool day.

*Why are your policies different from that of local daycares and child care programs?* Our ministry is not a standard daycare. We are a two day a week preschool program with a long history. Our focus is not just on academics and school readiness, but on play based learning and social skills development. The preschool director has been in contact with many daycares and preschools around our community to ask questions about procedures and protocols they have utilized through this public health crisis. Daycares have been running without interruption, at max (or sometimes above) capacity, so we can learn from their hard work and experience what policies we need to implement to make our ministry program as safe as possible for everyone involved.

*What about field trips and guest speakers?* Last year we were lucky enough to have several "on site" field trips, where the trips came to us. (Montgomery County Sheriff officers, the Mobile Zoo from Nashville Zoo at Grassmere, the Science Guy, Santa and Mrs. Claus and more.) We hope to have those offerings for students again this year, but we will just have to wait and see what programs are offered with social distancing in place.

*What if I need to withdraw my child, and stop payment of tuition?* Our policy remains the same as it has been for many years. We require a thirty day notice for all student enrollment withdrawals. Payment remains due for that thirty day time period, regardless of if we are able to have traditional or virtual preschool. Current month payments are required and non-refundable, as we must be good stewards of our resources and provide for the security of our faculty and staff.

*If I have further questions or concerns regarding the policies that have been put in place to allow the preschool to open as safely as possible on September 8, 2020, how do I get them*

*addressed?* Please contact preschool director Paige Eisemann at any time with questions or concerns. We value family input and will always work creatively to come up with solutions to problems. You may contact Mrs. Paige at [preschool@madisonstreetumc.org](mailto:preschool@madisonstreetumc.org) or at the preschool office at 931-645-9085.

*Has the church itself resumed normal operations?* Madison Street UMC will continue to offer online worship services, small group opportunities, and more. We currently offer in person worship in the form of Prayer Services on Wednesday evenings and Sunday mornings, with the request that prior to the service attendance will be registered online for seating placement. In an abundance of caution and consideration for those in our congregation who are in high risk categories, the church is not resuming normal schedules at this time. For further information and updates as they become available, please follow MSUMC on social media, or check our website at [www.madisonstreetumc.org](http://www.madisonstreetumc.org) for more information.

Sources:

American Academy of Pediatrics, Guidance on School Openings Mitigating Covid-19 Risks  
<https://www.aappublications.org/news/2020/06/26/schoolreopening062620>

CDC Guidelines for School Settings, Childcare and Youth programs

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>

Tennessee Department of Education, Coronavirus School Guide

<https://www.tn.gov/content/dam/tn/education/health-&-safety/Coronavirus%20A%20Guide%20for%20Schools.pdf>

Federal DHS Childcare COVID-19 Guidelines

<https://www.childcare.gov/covid-19>

Tennessee DHS Child Care COVID- 19 Guidelines for operation

<https://www.tn.gov/content/tn/humanservices/covid-19.html>

Montgomery County, TN COVID-19 Guidelines

<https://mcgtn.org/gov/covid19>

Clarksville Montgomery County School System Reopening Plan

<https://www.cmcss.net/reopening/>

Clarksville Academy Reopening Plan

<https://clarksvilleacademy.com/tcg/wp-content/uploads/2020/07/CA-Reopening-Infographic.pdf>

Tennessee Conference of the United Methodist Church COVID-19 Preparedness

<https://www.tnumc.org/coronavirus-covid-19-preparedness/>

