

Good Shepherd Schools has established these Interim Guidelines in response to COVID-19. All guidelines are taken from the Centers for Disease Control and Prevention (CDC) and NC Department of Health and Human Services (NCDHHS) recommendations. These guidelines allow Good Shepherd Schools to minimize the risk of exposure to both the staff, the children in their care and their families. Good Shepherd Schools staff has completed extensive training and agrees to operate in accordance with all Interim Guidelines.

### ARRIVAL & DEPARTURE PROCEDURES (preventing the virus from entering)

*Only Good Shepherd staff and students will be allowed in the Preschool building.*

Each classroom has their own designated arrival and departure door. There are no car lines this year.

**Arrival time is 7:55am – 8:15am ONLY.** We will not accept late arrivals. Please allow extra time for check in each morning.

- Park your car and use the Procure Connect app to check-in your child. During the app check-in process, you will be asked health screening questions.
- After checking in through the app, proceed to the orange cone indicating your child's room entrance. Please wear a mask and practice social distancing.
- At your child's check-in station, your child's temperature will be checked. If your child has a temperature or answers positively to any of the health screening questions, your child will not be allowed to attend school that day.

**Departure time is 11:45am- 12:00pm.** A \$10 late fee will be assessed for departures after 12:00pm.

- Park your car and use the Procure Connect app to check-out your child.
- Proceed to the orange cone indicating your child's room entrance. Please wear a mask and practice social distancing.

### OPERATIONS STRATEGY (preventing the virus from spreading)

*No parents or volunteers will be allowed in the Preschool building.*

Good Shepherd is utilizing the cohort/family model which reduces the risk of infection and provides for contact tracing.

- Each classroom will remain together all day.
- There will be no mixing with other classes.
- We will adhere to a strict schedule that avoids classes passing in the hallways or other common areas.
- Only one class will use a common area such as the K-Zone, playground or bathroom at one time.

Masks and Supplies:

- Teachers will wear masks when outside of the classroom and in close proximity to children (like teaching one-on-one with a child).

- Teachers are not required to wear masks when teaching the group as a whole or on the playground.
- Parents and teachers are required to wear masks during arrival and departure.
- Students will not be required to wear masks. If a child is sent to school with a mask, he or she is responsible for its proper use.
- Shared toys and supplies will be limited between children. Each child will have their own separate bin for common supplies.

### Disinfection:

- Surfaces touched by multiple people will be disinfected daily.
- High touch points will be disinfected multiple times a day.
- The K-Zone and the gym equipment will be disinfected between each class. Bathrooms will be disinfected after each designated class's bathroom break. Teachers will manually disinfect touch points when a single child uses the bathroom at a time other than their designated time.
- Teachers will disinfect door handles and other touch points when traveling between their classroom, the bathrooms, the playgrounds, the K-Zone and outside.
- Each classroom will be disinfected daily after the school day ends. Many items have been removed from the classrooms to facilitate successful disinfection.
- Disinfected toys and books will be stored in bins and shelves marked "clean" and moved to "dirty" bins or shelves after use. All "dirty/used" toys will be disinfected. Books will be quarantined for 3 days. Electronic devices will be disinfected with alcohol wipes.

## INFECTION STRATEGY (if an infection occurs)

If a child or teacher displays COVID-like symptoms during the day, the remaining class will move to a dedicated isolation room until their room can be disinfected. All areas and supplies used by the sick person will be disinfected.

Anyone diagnosed with COVID-19 (by test or provider) or anyone who has COVID-19-like symptoms will need to wait at least 10 days from the inception of symptoms, be fever-free for at least 24 hours and have improved symptoms before returning to school.

If an individual receives an alternate diagnosis from a health care provider, is not contagious and has been fever- and symptom-free for at least 24 hours without fever- or symptom-reducing medication, they may return to school.

If a student or a teacher is diagnosed with COVID-19, their classroom will be closed for 14 days. If the student has a sibling in another class or the teacher has a child in another class, those classes will also be closed for 14 days.

If a COVID-19 diagnosis occurs for a staff member or specials teacher who interacts with multiple classes, the entire Preschool will shut down.

We will communicate with families if we have a diagnosed case of COVID-19 or when two or more children or teachers display 2 or more similar COVID-19-like symptoms within a school week.

Please contact Jamie Howell at 704-817-5815 or [jamiehowell@sumc.org](mailto:jamiehowell@sumc.org) if any member of your family develops COVID-19 symptoms, tests positive for COVID-19 or comes in close contact with someone with COVID-19.

We consider it an honor and privilege to teach your child and we are working hard to create a safe environment for all. We hope that you will do your part by following and supporting these guidelines, keeping ill children at home and praying for our school, our staff and students.