

Susanna Wesley Early Education Ministry

120 Greene Street
Huntsville, AL 35801
256-534-688

SWEEM COVID-19 POLICIES AND PROCEDURES 2022

Drop off/pick up procedures:

- For drop off and half day pick up, parents may park and enter on either Greene Street or Lincoln Street. Please do not block the Lincoln Street entrance.
- Once in the center, please walk your children to their classrooms and sign them in/out outside of the classroom. One of the teachers will come to the door to get the children. To help prevent the spread of any germs or illness, parents and siblings will not be allowed into the classrooms.
- Drop off times for full day students are 7:30 to 8:30 a.m.
- Drop off times for half day students are 8 to 8:30 a.m.
- No children will be allowed in the center after 9:30 a.m. each day.
- Pick up for half day students is from 12 to 12:15 p.m.
- Full day students may be picked up at any time, however, if you are picking up your child after 5 p.m. you will pick them up in the carpool line on Lincoln Street. All children will be in the Lincoln Street lobby at 5 p.m. and the Greene Street doors will be locked at 5 p.m.
- SWEEM staff members will come to each car with the sign in/out sheets. Parents are required to have their own pens to sign in/out. Please keep a pen in your car each day.
- Once a car reaches the portico area, there will be three lanes. You may go to one of the two lanes under the portico or to the left of the portico.

Sick/Quarantine policy for staff/students:

- Anyone with a temperature of 100 degrees or higher will be sent home. There will be no exceptions to this rule.
- Anyone showing symptoms of COVID-19 will be sent home. According to the CDC, symptoms of COVID-19 in children include fever/chills, cough, nasal congestion or runny nose, new loss of taste or smell, sore throat, shortness of breath or difficulty breathing, diarrhea, nausea or vomiting,

stomachache, tiredness, headache, muscle or body aches, and poor appetite or poor feeding, especially in babies under 1 year old.

- If a child is sent home, the child will not be able to return for that day and two additional days after. For example, a child sent home on Monday will not be able to return until Thursday.
- The child must be fever and symptom free without medications for at least 24 hours to return to school.
- If a child (or staff member) is diagnosed with COVID-19, parents (or staff members) are required to contact SWEEM as soon as possible. SWEEM will then immediately contact all parents in the affected rooms and the Alabama Department of Public Health.
- If a staff member or child **over the age of two** is diagnosed with COVID-19, they must quarantine for 5 full days. On day 6, if they test negative for COVID-19, they may return to school wearing a well-fitting mask for days 6-10.
- If a child **under the age of two** tests positive for COVID-19, he/she must quarantine for a full 10 days.
- The only exemptions from quarantine are those who are fully vaccinated and those who have had COVID-19 within the last 90 days. The ADPH/CDC does not recognize antibody screening and therefore, individuals cannot be exempt from quarantine with an antibody test.

Testing/Quarantine guidelines for family members:

If a parent or other member of the household thinks he/she may have COVID-19 or has had direct exposure to someone who has tested positive for COVID-19:

- The family member must be tested for COVID-19.
- While awaiting test results, the child may NOT come to school.
- If the test comes back negative, the child may return to school.
- If someone in the child's household tests positive, the child must quarantine for a full 10 days, no matter what the child's age.

Communication:

- Since parents will not be allowed in the classrooms, SWEEM staff members will use Preschool2me to communicate daily, sending classroom reports and photos via the app.
- Parents can communicate with their children's teachers in several ways. First, messages to teachers can be sent via the Preschool2me app. *Please*

remember that these messages are READ ONLY for the teachers. They cannot respond to those messages. The administration can send a response, but the teachers are unable to do so. Second, parents may send an email to their children's teachers at sweem@huntsvillefirst.org. Messages will be constantly monitored and given to the teachers. Third, parents may call the center at 256-534-6866 to relay a message or to set up a phone conference with a teacher. Finally, parents may send in written notes to their children's teachers. Please tell the carpool staff that a note is being sent.

Classroom/center changes:

- Increased hand washing.
- Increased sanitizing of toys and surfaces.
- Non-vaccinated staff members will wear masks anytime they are within 6 feet of another person (adult or child).
- If the center, or your child's classroom, closes for an extended period, full tuition is still due to hold your child's spot. If this causes a hardship on your family, please contact the director for a Hardship Assistance Form to be submitted to the SWEEM Board of Directors.
- Backpacks are allowed into the center. Plastic or wipeable backpacks and diaper bags are preferred.
- Bottles/baby food must be labeled and sent in a plastic, labeled soft cooler. Diapers and wipes will need to be sent in the original container and labeled with your child's name.
- Each child will have individual art materials (crayons, pencils, and paint brushes) that will be stored in individual crayon boxes.
- Nap Time
 - Nap mats will be brought in on the first day of each school week.
 - Mats must be in a large plastic bag labeled with the child's first and last name.
 - Mats will be placed on sanitized cots before nap time.
 - After nap time, the nap mats will be put in the child's bag.
 - Cots will be sanitized daily.
 - Cots will be placed as far apart as possible, and children will be placed alternately.
 - Nap mats will be sent home in the child's plastic bag each Friday to be washed by the parents.