



COVID-19 Protocols and Procedures

- Daily health screening for every staff member, teacher, child, and parent/caregiver that enters the building, questions attached. After the screening questions are answered, I will take the temperature of every person that enters the building. No one with a temperature over 100.0 will be allowed to enter.
- Duke Memorial UMC is observing the 3 Ws, so each adult is required to wear a face covering to enter the building, participate in social distancing, and wash/sanitize hands frequently.
- Teachers and staff will wear masks all day
- We have made the PMO hallways like a one-way street. You will enter the building under the red awning, travel down our hallway, down a flight of stairs, and out the front of the building. Then you will walk around the side of the building to the back parking lot.
- Parents are not permitted to enter the classrooms. Drop off will happen at the door, and the teachers will check you in by writing the best contact information for the day, and any special instructions.
- We will only have 1 class on the playground at a time, or there will be a barrier on the playground keeping each class isolated to one side of the playground
- Classes will not mix/mingle throughout the day. Each room will be their own "pod"
- Teachers will wear gloves when they distribute snack/lunches
- Toys that are mouthed by a child will be placed in a special basket to be disinfected
- We have removed all soft toys, dress up clothes, etc because there isn't a good way to sanitize them daily
- Teachers have significantly reduced the amount of toys in each room
- Toys will be disinfected daily with a bleach solution (2 tbsp bleach: 1 quart water)
- Hard surfaces (tables, chairs, shelves, door knobs, light switches, etc) will be disinfected daily with an EPA approved cleaning product that kills Covid-19.
- The church custodian will come in the afternoons and do another thorough cleaning of hard surfaces, vacuum, and mop.
- Any visitor (church staff or our non-profit partners that rent space in our building) will be asked to answer health screening questions, scan, and record their temperature in a Visitor log book before walking through the PMO hall.
- We will have a staff training day before school starts, so that all teachers are updated with the latest changes to protocols and procedures.
- Any child who becomes ill during the school day will be removed from class and placed in an area where no contact will be made with staff or students until a parent/guardian can arrive.
- The Durham County Health Department will be notified immediately if a staff member or student is diagnosed with COVID-19. PMO will follow their guidance on additional cleaning, etc.

