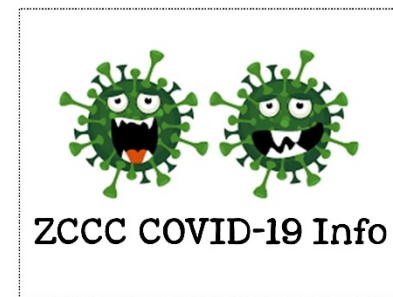


**All information in this document takes the place of standard policies in our family handbook during the pandemic.**



## SYMPTOMS

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People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Fever of 100.4
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

*The Centers for Disease Control and Prevention and the Virginia Department of Health are the best sources for accurate information about COVID-19 or coronavirus:*

- [Centers for Disease Control and Prevention Coronavirus Disease 2019 \(COVID-19\)](#)
- [Virginia Department of Health Coronavirus Disease 2019 \(COVID-19\)](#)

## CLOSURE AUTHORITY

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ZCCC works closely with the local health department and state licensing office. We will immediately report any known cases of COVID-19 and follow their instructions.

This plan will be updated and revised as new information, recommendations and circumstances arise.

The Governor of Virginia, the state health commissioner, the Bishop of our Virginia United Methodist Conference, Bishop Sharma D. Lewis, the Department of Social Services and the Virginia Department of Health have authority over the decision to close ZCCC.

## UPDATES TO OUR ILLNESS POLICY

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In addition to our usual Illness Policy, we have made some updates to best protect our families. Below you will find our updates and changes.

### Changes and Updates

- Fever of 100.4 or higher
- MUST be fever free for 48 hours, without medication
- A doctor's note is required if your child has any symptoms or signs of COVID-19

## RESPONSE ACTIONS

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1. We will provide communication to employees, parents and students about the COVID-19 virus including what is known about its spread in Virginia and the infection prevention and control measures schools are taking. Information will be shared via a variety of methods (website, Procure, Facebook Family forum and email).
  2. We will continue to monitor and report illnesses and related absences to the local health department as requested.
  3. Daily health observations and temperature checks will be made to screen all students and staff. We will isolate ill individuals and refer them to their health care provider for further evaluation if needed.
  4. At parent drop-off, a ZCCC staff member will
    - Greet you at your child's designated drop-off door (accessed from the outside of the building)
    - Ask you to answer a set of daily health questions
    - Take your child's temperature on their forehead and write it down on their daily health assessment
    - Take in your child's belongings
    - Bring your child in to wash their hands
    - Sign in your child
    - **If a student or staff member has a fever of 100.4 or higher or shows any symptoms or signs related to COVID-19, including but not limited to:**
      - Fever of 100.4
      - Chills
      - Cough
      - Shortness of breath or difficulty breathing
      - Fatigue
      - Muscle or body aches
      - Headache
      - New loss of taste or smell
      - Sore throat
      - Congestion or runny nose
      - Nausea or vomiting
      - Diarrhea
- they will be excluded from school & cannot return without a doctor's note**
5. At parent pick-up, a ZCCC staff member will
    - Greet you at your child's designated pick up-door (accessed from the outside of the building)
    - Have your child wash their hands before leaving
    - Bring your child and their belongings to you outside of the door
  6. We will do our best to issue advance warnings to parents to prepare alternate plans in the event that school is closed.
  7. Ensure that parent contact information is up-to-date in Procure should their children become ill at school.
  8. We will be in ongoing contact with the local health department and state licensing. We will continue to share absence and illness data with them as requested. We will follow their instructions and guidance.
  9. We will ensure that the school has an adequate amount of cleaning supplies.
  10. Students who present with a fever and/or any symptoms of illness will be isolated until picked up by a parent or designee.
  11. Individuals excluded from school may not return until they have a doctor's note.
  12. Non-essential visitors will not be allowed to enter ZCCC. Entrance will be limited to essential staff members and students only.

13. All students and parents must wear a mask or face shield at drop off and pick-up. Parents should not enter the building for any reason.
14. Parents, please park in our preschool lot where you can see your child's drop-off/pick-up door or playground. Please wait until the family in front of you has completed drop-off before exiting your car.
15. All tours will be given virtually through FaceTime.
16. Medication forms will no longer be provided to administer acetaminophen or ibuprofen to students, which may mask the development of a fever.
17. Teachers and staff will continue to perform routine environmental cleaning of frequently touched surfaces, including but not limited to doorknobs, light switches, counters, tables, bathrooms, etc. Currently we are only using toys that can be easily sanitized. They are cleaned multiple times throughout the day.
18. The hallway laptop will not be used for sign-in/out procedures. Your teacher will sign your child in and out.
19. We will ensure that handwashing strategies include washing hands with soap and water for at least 20 seconds or using a hand sanitizer with at least 60% alcohol when soap and water are not present.
20. The only items that should enter and leave our building on a daily basis are lunchboxes and water bottles.
21. Backpacks may come on Monday and return home on Friday (or your child's first day of attendance that week and last day). Please NO toys from home at this time). **Updated 9/17/2020 - Backpacks can be taken home daily from ZCCC. We are still limiting what goes in them - no toys from home, just the basics that are needed for their day.**
22. All naptime accessories should be taken home each Friday (or your child's last day of attendance that week) and return the following Monday (or your child's first day of attendance that week).
23. Tadpoles Classroom - Milk cups/bottles must come prepared. The staff cannot pour milk into a cup from the original container. All cups and bottles should be labeled with name and date.
24. Every child in attendance must have a completed COVID-19 health policy form which is included on the financial agreement.

## **ZCCC MASK POLICY**

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CDC recommends that people wear masks in public settings and when around people who don't live in your household, especially when other social distancing measures are difficult to maintain. Masks may help prevent people who have COVID-19 from spreading the virus to others. Masks are most likely to reduce the spread of COVID-19 when they are widely used by people in public settings. Masks should NOT be worn by children under the age of 2.

Younger children (preschool aged) may be unable to wear a mask properly, particularly for an extended period of time. Wearing of masks will be prioritized at times when it is difficult to maintain a distance of 6 feet from others (drop off or pick up, or when standing in line at school).

- Face masks are mandatory for children and parents at drop off and pick-up. Children under 2 should not wear a mask.
- All staff and children will wear a face mask indoors when a social distance of 6ft cannot be maintained.
- Children 2 and under will not wear a face mask at ZCCC.
- All students and parents must wear a mask at drop off and pick-up.
- Children will not be ridiculed or punished for not being able to wear a mask for an extended amount of time.
- Each child should wear one mask and bring a second one in a Ziplock bag clearly labeled with their name.
- Disposable masks are available for those that forget them.
- All ZCCC classes try to get as much fresh air as we can.
- When not in use, the children's masks go in a labeled Ziplock bag.

## THUNDERSTORM PICK-UP

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If it is significantly raining/storming during pick-up and you would like to use the preschool lobby to avoid getting soaked, please text our preschool phone at (434)459-1913 when you arrive. Include your name, your child's name, and your child's classroom. A teacher will respond with the door code for you to enter.

- Enter the lobby using the door A. [Click here for our map](#)
- Please wait at one of the designated spots on the floor.
- If you arrive at door A and notice both spots are taken, please wait outside under the awning, until a spot is available.
- Please remain on the designated spot until your child has walked to you.
- Exit the lobby through door B.

**This option is NOT available for drop-off, ONLY for pick-up during significant rain.**

Updated 9/17/2020