



COVID-Related Parent Handbook Addendum – Update August 2021

We strive to maintain a safe and healthy environment for our school community.

The following COVID-19-related policies and procedures are based on current MSDE (Maryland State Department of Education) recommendations and guidance put forth by MDH (Maryland Department of Health) and the CDC. In addition, we have drawn on experiences from this past school year and the suggestions of teachers, parents, and professionals who know our school program, physical environment, and community habits. We also recognize the fluidity of the situation and may need to make adjustments throughout the school year. Maintaining a “safe and healthy environment for our school community” will be a collaborative effort and one that depends on open communication between parents, teachers, and school leaders.

Cloth Face Coverings: Guidance from MDH/CDC

- All parents and family members must wear a cloth face covering while in the building. This is also a current Prince George’s County mandate.
- All students must wear a washable cloth face covering while in the building.
- Cloth face coverings will be removed for snacks, meals, naptime, and outdoor play. There will also be a designated mask-free area in each classroom for any student that needs a short break.
- Classroom teachers will provide safe and sanitary storage for student masks when not in use.
- Families will provide a sufficient supply of cloth face coverings for their child as needed and will have a plan for routine cleaning of them.

Exclusion, Quarantine, and Closure: Guidance from MDH/MSDE

*For the purposes of this guidance, **COVID-19 symptoms**: New onset cough or shortness of breath, fever 100.4 degrees or higher, sore throat, new onset of headache (especially with fever), loss of sense of taste or smell, and gastrointestinal symptoms (nausea, vomiting, diarrhea).*

Monitoring the children in our care for possible COVID-19 symptoms will require close communication between program staff and parents.

- Families must report any illnesses within their household. Furthermore, families must notify the director immediately in the event that any member of a child's household(s) has
 - (1) tested positive for COVID-19
 - (2) is exhibiting symptoms of COVID-19
 - (3) is known to have been exposed to someone with COVID-19. In such an event, under no circumstances should the child, or any family member, enter the school until the recommended period of self-isolation has been completed or it has been determined that no members of the household are infected with COVID-19. EEC administration will work directly with any affected family, or potentially affected families, to provide direction and guidance as to when the child may return to school. Such requirements may change based on the most recent guidance from MDH.
- Children may not come to school if they, or any member of their household, are experiencing fever or symptoms of any contagious illness. Children may return when they, or the member of their household, are fever and symptom free without medication for at least 24 hours.
- Families will conduct a temperature check at home before departing for school.
- Families will complete a daily health screening and temperature check at drop-off.
- Should a child display any COVID-19-like symptoms while at school, they will be safely isolated and must be picked up promptly (within 30 minutes of notification).
- **Children affected by a child care program closure due to a COVID-19 case or COVID-19-like illness should quarantine at home and not seek child care in an alternative child care program.**
- Closure and quarantine may be shortened, and the child care program may be able to reopen, if a person with COVID-like illness is tested for COVID-19 and results are negative or if the person is determined to have another specific diagnosis (e.g., influenza, strep throat, otitis) by their health care provider.
- Note: The length of time for closure and quarantine will be determined by the local Department of Health.
- Any child sent home from school/childcare due to COVID-19-like symptoms must see a health care provider as soon as possible (virtual appointments are not acceptable),

communicate evaluation results with the director in a timely manner, and provide a doctor's note to return to school.

- Your child must be symptom free, without the aid of medication, for at least 24 hours to return to school in the case of non-COVID-19 diagnosed illnesses.
- In the event of a classroom needing to quarantine, remote instruction will be implemented.
- There are no refunds or tuition credits in the case of a student illness, mandated quarantine, classroom or school closure period.
- **Children or staff members with a fever (100.4° or greater) or any other symptoms of COVID-19, those who are waiting for a COVID-19 test result, those who have been diagnosed with COVID-19, those who have been instructed to isolate or quarantine by a health care provider or the health department, or those who have had close contact with any person with COVID-19 or suspected COVID-19 in the last 14 days will be excluded from care/work.**
- **St. Matthew's EEC will refer to "Decision Aid: Exclusion and Return for Persons with COVID-19 Symptoms and Close Contacts in School, Child Care Programs, and Youth Camps" developed by MDH/MSDE for any potential illness situation. See Attachments 1 & 2.**

Program Operations

Parent access/door codes will only be used at the school entrance next to Fellowship Hall.

Drop-Off

- Take your child's temperature at home before leaving the house.
- All families will enter through the school entrance by Fellowship Hall, unless designated curbside drop-off.
- There will be staggered start times throughout the building for school classes.
- The student should be accompanied by only one parent/guardian.
- Students will check in for their health screening and temperature check in Fellowship Hall. After the health screening and temperature check are conducted a "runner" will bring the child to their classroom and the parent/guardian will immediately exit the building.

Pick-Up

- Parent/Guardian must stop at the check-in desk with the afternoon supervisor, unless designated curbside pick-up.
- The student's classroom will be notified to be ready for pick-up and the family member will proceed to the classroom.
- All family members must remain in the hallway and maintain 6' social distancing at all times.

Note: Per licensing guidance through MSDE, these procedures are necessary to reduce any potential exposure inside the classrooms and school environment. Parent/guardian access is limited to hallways at pick-up time.

Maintaining a Safe & Healthy Environment

- All EEC staff are fully-vaccinated or will be tested weekly for COVID-19.
- Parent/Guardian access is limited to hallways and for no more than 15 minutes.
- Each classroom has individually scheduled bathroom breaks.
- Only essential visitors are allowed. Essential visitors are those who must perform an essential function for a child in school or the child care program; support professionals, therapists, early intervention specialists, and maintenance workers.
- Water fountains will remain closed. **Please send in a reusable, and labeled, water bottle that will remain at school.** Teachers will thoroughly clean refillable water bottles at the end of each day.
- There will be no group assemblies or field-trips until further notice.
- Any food donations must be sealed, and in the original store-bought packaging.

Health Emergency Closure


If in the case of a locally mandated closure due to increased health risks in the community, we will switch to online instruction for all our school students. Depending on the MDH/MSDE mandates, we will remain open for essential childcare if possible.

Family Travel

Until further notice, families must inform the director if a child, or member of the child's household, will be traveling **outside the tri-state area** (Maryland, D.C., Virginia). St. Matthew's EEC continues to follow CDC guidance regarding domestic travel. Depending on the means, destination of travel, and family vaccination status, the EEC may require that a child stay home for a reasonable period after they have returned home. As this is a rapidly changing situation, we encourage transparency and open communication in these situations.

CORONAVIRUS DISEASE 2019 (COVID-19)

Domestic Travel RECOMMENDATIONS AND REQUIREMENTS	Not Vaccinated	Fully Vaccinated
	Get tested 1-3 days before travel	✓
Get tested 3-5 days after travel and self-quarantine for 7 days. Self-quarantine for 10 days if you don't get tested.	✓	
Self-monitor for symptoms	✓	✓
Wear a mask and take other precautions during travel	✓	✓

 [cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

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Handbook Addendum and COVID-19 Release and Waiver of Liability

As a condition of your child’s continued enrollment at St. Matthew’s EEC, all parents/guardians will be required to sign the enclosed acknowledgment of the COVID-19 Parent Handbook Addendum.

I (the undersigned guardian) understand that while present in the facility each day my child will be in contact with children, families, and staff who are also at risk of community exposure. I understand that no list of restrictions, guidelines, or practices will remove 100% of the risk of exposure to COVID-19 as the virus can be transmitted by persons who are asymptomatic and before some people show signs of infection. I understand that I play a crucial role in keeping everyone in the facility safe and reducing the risk of exposure by following the practices outlined herein.

I certify below that I have read, understand, and voluntarily agree to comply with the additional provisions listed herein. I acknowledge that failure to act in accordance with these provisions, or with any other policy and procedure outlined by St. Matthew’s EEC in its Family Handbook 2021-2022, may result in termination of services. I acknowledge that care for my child may be terminated if it is determined that my actions, or lack of action, unnecessarily exposes another child, employee, or family member(s) to COVID-19.

Child’s First and Last Name

Parent/Guardian #1 Name	Signature	Date
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Parent/Guardian #2 Name	Signature	Date
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