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

The following COVID-19-related policies and procedures are based on MSDE (Maryland State Department of Education) regulations and guidelines put forth by MDH (Maryland Department of Health). In addition, we have drawn on experiences from this summer 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 into 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/MSDE

- All parents and family members must wear a cloth face covering while in the building. (To support the health and safety of our students, neck gaiters, bandanas, or tee-shirts will not be accepted as appropriate face coverings.)

- Children age 5 years and above must wear a washable cloth face covering while in the building.

- Children ages 2-4 will be strongly encouraged to wear a washable cloth face covering while in the building.

- Cloth face coverings will be removed for snacks, meals, naptime, and outdoor play.

- 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 LIKE ILLNESS is defined as: New onset cough or shortness of breath OR at least 2 of the following: fever 100.4 degrees or higher, chills, shivering, muscle pain, sore throat, headache, 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 had 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 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.

- **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 should be excluded from care/work.**

- St. Matthew’s EEC will refer to “Decision Aid: Exclusion and Return for COVID-19 Symptoms in School, Child Care Programs, and Youth Camps” developed by MDH/MSDE for any potential illness situation. See Attachment 1.

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**Program Operations**

Parent access will only be used at the school entrance next to Fellowship Hall. Family door codes will only be active at that entrance. Parents/Guardians are asked to exit through the front church doors.

**Drop-Off**

Due to MDH/MSDE guidance, we needed to alter our drop-off and pick-up routines significantly. Drop off will be different for each room depending on your child’s daily schedule and if they are using childcare.

- Some classes will be using a carpool drop-off and pick-up procedure. This process will be communicated to those individual classes.
- There will be staggered start times throughout the building for school classes.
- All childcare children will check in for their health screening and temperature check in Fellowship Hall. The student must be accompanied by only one parent/guardian. 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**
- Some classes will utilize carpool pick-up. Specific information will be shared with those classes.
- Parents/Guardians of childcare children must check in in Fellowship Hall with the afternoon supervisor. Your child will be brought to the Narthex (area outside the Sanctuary) and the family will exit through the front church doors.

**Note:** Per licensing regulations through MSDE, these procedures are necessary to reduce any potential exposure inside the classrooms and school environment. Parent/guardian access is limited to Fellowship Hall and the school office only.

**Maintaining a Safe & Healthy Environment**
- No visitors will be allowed in the building.
- Per MSDE guidelines, all field trips, group assemblies, and class visitors are suspended until further notice.
- Items going back and forth between home and school must be limited as much as possible. Therefore, we will not be allowing backpacks, regular lunch boxes, or any toys from home. Please use disposable brown paper bags, plastic bags, or washable Bento boxes (thermoses are also acceptable for warm foods) to send in your child’s lunch. Make sure it is labeled.
- Any papers, artwork, bedding will be sent home on Fridays.
- If your child is in Kindergarten, ADPK, or uses childcare, 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. We are not allowed to use water fountains at this time, however ensuring the children stay hydrated, especially during warmer weather is important. If your child is registered for a ½ day of school only, we will provide disposable cups at snack time and after playground time.
- Due to restrictions we will not be able to accept donations for special snacks or birthday treats for celebrations.

**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 United States or to any location deemed “at risk” by MDH guidance. Depending on the means and destination of travel 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.

**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 Parent Handbook 2020-2021, 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.

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**Child’s First and Last Name**

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**Parent/Guardian #1 Name**

**Signature**

**Date**
<table>
<thead>
<tr>
<th>Parent/Guardian #2 Name</th>
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