



Camellia Baptist Weekday Education Ministry

Updated 2-17-21

Current Guidelines and Procedures in response to Covid-19

- The only people allowed into the center will be Camellia WEM Staff and Students. No one else will be allowed in the building (This includes personal children, spouses, delivery people, etc).
 - Drop off and Pick up will be at the double doors on the top floor. There will be a sign-in table stationed outside. Teachers and Staff will be available to take the children to and from their classrooms.
 - All Employees will be required to wear a facial covering at all times.
 - All Employees and Students will have their temperature taken upon arrival at the center. Employee temperatures will be logged on the provided log sheet. Any Employee or Student who registers a temperature of greater than 100.0 will not be allowed to enter the building. A doctor's note stating that the person/child is clear of infectious disease will be required before being able to return to school or work.
 - We will not do carpool at this time. ALL Parents are to come to the double doors for drop off and pick up.
- According to the mandates put out by the State of Alabama, CDC, and ADPH, we are asked to allow for social distancing as much as possible. This will require adjustments in the following areas: Collaborative learning, joint outside times, lunch time, naptime, chapel services, music class, classroom routines and procedures, etc.
 - Classroom ratios have been reduced in the older age groups to only allowed for 12 children in the classroom.
 - Each class will go outside singularly at a designated time. Teachers are required to wipe down the playground equipment afterwards before the next class comes outside.
 - Naptime will be held in the classroom each day, rather than in the nap rooms. Mats are to be placed 6ft apart with the children alternating laying head to toe.
 - Music classes will still be held, however instead of going to the music room, the music teacher will go to each class for teaching or to the gym where classes can be spread out more.
 - Lunchtimes will be staggered so that there are not too many children in the lunchroom at certain times. Tables are also assigned to allow for social distancing. Teachers will wipe down each table and chair before the next group arrives.
 - Combining of classes will be limited. This will only happen when it is absolutely necessary due to teacher scheduling and the opening and closing procedures of the center. While the "Same children, Same Teacher" Concept is not possible 100% of the time, it is strongly encouraged as much as possible.
 - Classrooms will have furniture and taped off sections to create socially distanced environments in the classroom, as well as, assigned seats. Teachers are also strongly encouraged to consider rotating or switching activities with groups of children to ensure too many children do not occupy the same spaces. Teachers are also strongly encouraged to use play groups with 3-4 children, assigned the same 3-4 children to a group for a two week period, then switching. This will allow for better contact tracing and exposure notifications if a case of the virus happens in a classroom.

- Class parties are still allowed, however at this time visitors will not be allowed to attend. All goods need to be store bought, not homemade or the teacher can collect funds from each family to cover the cost of the party supplies. Individually wrapped items are highly encouraged.
- Field trips are not allowed during this time.
- **It is very difficult to social distance in the toddler classrooms as they do not understand the concept.** Teachers will as much as possible rely on their own language, actions, and attitude to ensure the safety of the children. Teachers will talk about and demonstrate “space” often to ensure the language is being learned. They will encourage extra handwashing and personal hygiene and plan lessons to reflect the learning of these safety measures.
- Cleaning procedures have been modified to ensure all highly touched surfaces are cleaned thoroughly multiple times a day. We also will be fogging the center daily with an E-mist fogging machine and disinfectant solution. (A copy of the chemical compound of the fogging solution is available in the office)
- Students and staff will be separated when sick until they can go home. Student MUST be picked up within ONE HOUR of the parent/guardian being notified.
- Children sent home with symptoms listed in the Student Handbook will require a doctor’s note stating they are not contagious and are safe to return to school. ***A child being 24 hours symptom free DOES NOT apply for eligibility to return to school at this time. A Doctor’s note is required for all children sent home sick in order to be re-admitted to school.***
- Teachers will take lots of pictures and communicate to parents regularly via text, call, Facebook, or Remind to ensure that parents are kept in open communication about their child’s academic status, behavior, health, etc.
- All people representative of Camellia WEM, including staff, students, and families are strongly encouraged to set a good example of public health when out and about outside of school. Take the necessary measures to ensure your safety, the safety of the children, the safety of your families, and the safety of the center by wearing a facial covering, frequently washing your hands, staying home when you are sick, maintaining social distancing, and limiting large gatherings.

If a case of the Coronavirus is diagnosed WITHIN OUR CENTER, the following measures will be taken:

- *Camellia WEM Families and Staff will be notified as soon as possible that a confirmed case of the virus has breached our doors. The Center will be fogged to disinfect all spaces and surfaces.*
- *The employee or child who is diagnosed with the virus will not be allowed to return for 10 days from the date test and until they have been symptom free for 24 hours.*
- *These safety measures also apply to anyone who contracts the virus in the immediate household of a child or staff member in our center. If someone in your immediate household contracts the virus, the child/employee and all in the household will not be allowed in the center for a period of 14 days.*
- *Contract tracing within the center will be utilized to determine if any other children or employees need to be quarantined due the level of exposure.*
- *Failure to report the contraction of the virus with the child, employee, or someone in your household to Camellia WEM will force us to deny further enrollment/employment in our center. The safety and well-being of our families is of utmost importance.*

Please sign the below acknowledgment and turn in to the WEM Office

*****For Parents/Guardians of Camellia WEM Students*****

I, _____ Parent/Guardian of _____ (Child's name)
understand that the guidelines listed on this page are laid out as a measure of safety and caution for the children and staff of Camellia Baptist WEM due to the coronavirus. I understand that these guidelines and procedures will override what is stated in the Student Handbook until which time the Administration of Camellia Baptist Weekday Education Ministry sees fit to cease these listings in accordance with ADPH, CDC, DHR, and the State of Alabama mandates and recommendations. I also acknowledge that these guidelines are fluid and can change as Administration deems fit.

Parent/Guardian Signature

Date

*****For Employees of Camellia WEM*****

I, _____ an employee of Camellia Baptist WEM, understand that the guidelines listed on this page are laid out as a measure of safety and caution for the children and staff of Camellia Baptist WEM due to the coronavirus. I understand that these guidelines and procedures will override what is stated in the Student and Employee Handbook's until which time the Administration of Camellia Baptist Weekday Education Ministry sees fit to cease these listings in accordance with ADPH, CDC, DHR, and the State of Alabama mandates and recommendations. I also acknowledge that these guidelines are fluid and can change as Administration deems fit.

Employee Signature

Date