

Kingswood Church
Reopening Protocol - for August 20, 2020

Preface to the proposal:

It has been five months since Kingswood church has worshiped in person. During this time one of the things we have learned is this pandemic is an everchanging problem. This proposed reopening protocol has been developed with this understanding. Reopening Kingswood Church is a process where there is not a single right answer for everyone. However, there are certainly a great number of possible wrong answers. Through the process we, the Executive Council, have prayed, studied, and sought wise counsel. We have attempted to be as thorough as possible and have sought the counsel of a broad cross section of our leadership. It is our prayer that we will present more than enough information for everyone to make an informed decision for themselves and their family. Additionally, once we begin moving through the various stages of the reopening protocol, if there are things which concern you, then we encourage you to do what is right for you and your family. Lastly, at some point in the future, we will begin the process of reopening the church. However please know, if the number of positive cases increase to unsafe levels, we are prepared to close our facility once again without hesitation.

Guiding principles for reopening

- 1) Aspire to do no harm and minimize risk. (Do no harm is one of the General Rules of the United Methodist Church)
- 2) Use Kingswood's Mission Statement to guide the proposal. *"Kingswood strives to be a loving community where all are welcome, the lost are found, and disciples are made for the transformation of the world by committing to passionate worship and discipleship; engaging in radical hospitality and building a loving community; serving the greater good in ministry and mission; and sharing the good news of Christ locally and globally."*
- 3) It is imperative we do not leave any member or friend of Kingswood Church behind. When we reopen, we want to continue to offer multiple online worship and ministry opportunities such as Sunday worship, Sunday School, Bible Studies, and devotionals to the Kingswood family. Furthermore, we have realized that through the years Kingswood Church has failed our elderly members in this manner, and we praise God for the technology which will allow us to not leave anyone behind going forward.
- 4) Securing enough support staff (greeters) to assist in implementing the necessary safety precautions needed to allow meeting in person.

Origin of the Proposal:

In May, the Health and Welfare Advisory Committee was established to assist the Executive Council in developing a reopening protocol. To date this committee has met two times, most recently on June 10, 2020. They have also submitted recommendations based on additional questions and the changing dynamics of the pandemic with multiple email threads.

The Committee is made up of the following persons:

Mrs. Meredith Bradham, Registered Nurse, Northside Hospital

Rev. Charles Broome, Senior Pastor

Dr. Brian Crabtree, Dean of the College of Pharmacy, Mercer University

Rev. Dondra Davis, Associate Pastor, Director of Youth Ministries, and licensed counselor

Mrs. Jessica Spencer, Director of Family and Children Ministries

Dr. Michael Townsend, Microbiologist, Centers for Disease Control and Prevention

The initial proposed reopening protocol was developed by the Health and Welfare Committee based on information from a number of sources, which include, but not limited to the following: The Georgia Department of Public Health, The Governor's Office, The Center For Disease Control and Prevention (CDC), The Institute for Health Metrics and Evaluation, The North Georgia Conference of the United Methodist Church, the results of the Kingswood Church Re-opening Survey, Other United Methodist Conferences and other sources.

This initial proposal was submitted to the Executive Council which is made up of the following Kingswood Leaders:

Rev. Charles Broome, Senior Pastor

Mr. Jeff Dishongh, Finance Committee Chair

Ms. Brenda Johnson, Lay Leader

Mr. James Postma, Church Council Chair

Mr. Greg Scherrer, Staff Parish Relations Committee Chair

Mr. Alan Wilson, Trustee Chair

On Tuesday June 23, the Executive Council met and discussed in detail the work of the Health and Welfare Committee. At this meeting, several minor edits were made. The committee chairs of this group took the proposal to their respective committees to discuss how the proposal would impact their area of responsibility. Once these committees met the proposed protocol was modified to reflect the concerns of the committees, and various staff members. Additionally, as questions arose, the Executive Council discussed items via multiple email threads.

On Thursday, August 13, 2020 the Executive Council met to revisit the Proposed Reopening Protocol prior to submitting it to the Church Council on Thursday, August 20, 2020. At this meeting we discussed in detail, that the state of Georgia and more specifically Dekalb County are now currently in a six plus week surge in confirmed COVID-19 cases. At this meeting, the following proposed protocol was finalized.

A Staged approach to reopening. The starting date of the various stages and the progressing through these stages is dependent on several factors. Stage One and two will be allowed to take place immediately.

Stages three through seven will be dependent on metrics established by the CDC in their "Opening Up of America Again" guidelines, information obtained from the Georgia Department

of Public Health, and other sources. The start of Stage Three will take place when the “7 Day Moving Average of Daily Positive Cases,” in Dekalb County reaches fifty. This average cannot exceed fifty for fourteen straight days. To put this number into context the “7 Day Moving Average, was fifty back on April 30, 2020. On August 13th, the “7 Day Moving Average” was 175. Moving through stages four through seven will be at the discretion of the Executive Council, in consultation with the Health and Welfare Committee.

Once meeting in person is allowed, if the church is notified that someone has tested positive for COVID-19, the week after attending a meeting or a worship service, all persons who were present will be notified individually that someone has tested positive. Additionally, an email will also be sent to the membership. The name of the person infected will be kept confidential. Furthermore, it will be the responsibility of the Executive Council in consultation with the Health and Welfare Committee to determine next steps for the church.

The stages will begin as follows:

Stage One - Kingswood Preschool and Kingswood Church’s Virtual Learning Camp: The Preschool and the Virtual Learning Camp will be allowed to open as per the guidelines of the Georgia State licensing group, Bright From the Start, and the Georgia Department of Public Health. (No Kingswood Church Staff will be allowed in the preschool area.) The Virtual Learning Day Camp began Monday, August 17, 2020 and the preschool is scheduled to begin on Tuesday, September 1, 2020 (The Preschool COVID Policy is attached)

Stage Two – Funerals: Funerals and memorial services for a member, an immediate family member of a member, or a regular attending non-member, may be held under the following conditions. Only family members of the deceased will be allowed to attend. All in attendance must practice social distancing and wearing masks. Initially, no in person singing is allowed. If requested by the family, the service can be live streamed. Receptions are not allowed until all COVID-19 restrictions are lifted.

Stage Three - Sunday School, Ministry Groups, Bible Studies, Scouting and Committee Meetings: The above groups will be allowed to meet using the guidelines in the opening paragraph of this section. These groups will be allowed to meet inside or outside the building with adherence to rules regarding the maximum number of persons per square feet, the meeting not lasting more than forty-five minutes, the wearing of masks, and any other rules as established by the Executive Council. Regardless of whether the meeting is inside or outside the building the same safety guidelines will apply. In this stage, reservations must be made to attend and the number of groups meeting at any one time will be limited.

Stage Four - In Person Worship: When the Executive Council deems that conditions have improved enough; we will have both our 8:45 and 11:00 services. Both services will contain appropriate safety protocols. Both worship services will be live streamed and then made available on our website.

Stage Five - Weddings and church events in sanctuary: After in person worship has begun to take place and the Executive Council is satisfied with our ability to safely meet, weddings and other meetings will be permitted to take place in the sanctuary as long as all safety protocols are observed. No receptions will be allowed to take place as long as there are COVID-19 restrictions in place.

Stage Six - Events involving Food (receptions, congregational coffee, and cookies after worship, etc.): These items will not be allowed until all COVID-19 restrictions are lifted. An exception will be granted for groups and classes wishing to have food at an event. In this case, the food must be purchased and containerized by the establishment. The food must be distributed by someone wearing personal protection equipment.

Stage Seven - Outside Groups: Until all COVID-19 restrictions are lifted from the church, Kingswood Church will not be rented or used by any outside organizations or groups.

Changes to the facility, its systems, and cleaning procedures during the initial reopening

- 1) All meeting rooms, will be set up with the maximum number of seats for the space, given the CDC's guidelines. For example, if we allow meetings to occur while in Phase One of the CDC Opening Up America Again guidelines, the maximum chairs will be 10 per room placed at a minimum six feet spacing. If the meeting is occurring in Phase II no room will contain more chairs than the square feet will allow, with a maximum of fifty chairs present per room. Persons must make reservations to attend.
- 2) The Church Council approved the purchase and installation of equipment which will allow us to livestream and record all events held within the sanctuary.
- 3) We have retrofitted the HVAC units in the sanctuary, narthex, and lower level of the church building with REME Halo air purification systems. The total cost is \$11,250, with the Preschool paying \$3,400 of the total. Over the next few years, the entire building will be retrofitted with these devices.
- 4) The Communion Table and Pulpit will be moved back on the platform to allow speakers to be further away from the congregation.
- 5) All hymnbooks, pew Bibles, envelopes, pens, pencils, and extra chairs will be removed from the sanctuary.
- 6) Selected portions of the sanctuary will be disinfected using procedures in line with CDC approved protocols.
- 7) Custodial Staff will disinfect restrooms before and after all worship services.
- 8) Hand sanitizing stations will be placed throughout the building and specifically at the entrances.

- 9) When the building is open for worship or meetings in the Community Life Center, the exterior entrance doors will be open. The meeting room doors will remain open where feasible and practical.
- 10) Children Worship Kits will not be provided during worship, but activity sheets will be emailed prior to worship.
- 11) Restrooms will be available, but we encourage only one person, or one family unit enter at any one time.
- 12) As more areas of the facility are reopened our custodial staff will disinfect all rooms, doors, doorknobs, and light switches prior to and after a room has been used.

Initial in person protocol. In the initial reopening phases, we encourage all vulnerable individuals to continue to shelter in place. However, only those with a temperature of 100.4° and higher will be turned away. If you feel you are unable or unwilling to abide by the protocol, we recommend / strongly encourage you stay home.

- 1) There will be no infant or childcare provided for any events. In worship all children and infants will be required to sit with their family unit.
- 2) There are a finite number of individual and / or family unit seats, thus reservations must be made via the church website or by calling the church office. There will be a minimum number of individual and / or family unit seats set aside for non-member guests, who would not have known a reservation was necessary.
- 3) Masks must be worn by all who enter, who are three years of age and greater. For those who do not have a mask, one will be issued to them.
- 4) Prior to entering the building, each person will have their temperature taken, using an infrared forehead thermometer. Anyone with a temperature of 100.4 and greater will not be allowed to enter.
- 5) Social distancing is required throughout the Kingswood Church campus. This applies to everyone except those within a family unit.
- 6) Handshaking, hugging, and physical contact outside your family unit is not allowed.

Some of the initial changes to our worship services during stage four.

- 1) Worship services will be shortened to not exceed forty-five minutes.
- 2) A bulletin will be placed at each family unit seating space throughout the congregation.
- 3) Initially there will not be any in person singing by the congregational nor by an ensemble or a soloist. We will have live instrumental music and video recordings of our musicians singing. In person singing from a soloist will be phased in once the restrictions have eased up.

- 4) All those participating in the leading of worship will wear masks, except while actively speaking. If they choose, they may wear a face shield.
- 5) The offering will not be received during worship. Multiple offering baskets will be located as one enters the sanctuary, and a QR code will be placed in the bulletin.
- 6) Children will not come forward for the Moment for Children.
- 7) We will not come forward to the chancel rail when we receive Holy Communion. Attendees may pick up baggies containing self-contained communion elements. Once used, the empty cups will be placed back in the baggy and disposed of as they exit the sanctuary.

Support Staff needed to accomplish in person meetings and worship.

Greeters will be an integral part of our initial stages of reopening. Those who have historically served as ushers, are encouraged to volunteer as a greeter. Personal Protective Equipment will be provided for all greeters.

Stage One - Kingswood Preschool and Kingswood Church's Virtual Learning Camp:

Please see The Kingswood Preschool Covid Policy, which is attached.

Stage Two – Funerals and Memorial Services – See 8:45 Worship below

Stage Three – Sunday School, Ministry Groups, Bible Studies, Scouting and Committee Meetings: One Greeter outside to welcome, verify reservation, verify mask, and operate infrared thermometer. This greeter will be wearing gloves, mask, face shield and gown. One greeter inside will direct attendees and maintain social distancing.

Stage Four - In Person Worship:

8:45 – Worship - One Greeter will welcome attendees, verify reservation, verify mask, operate infrared thermometer, and direct attendees to the sanctuary. This greeter will be wearing gloves, mask, face shield and gown. Two Greeters in sanctuary to direct persons, maintain social distancing, and to assist where needed.

11:00 Worship: One Greeter will verify a family or person's reservation. Four Greeters operating the infrared thermometers. These greeters will wear gloves, mask, face shield and gown. Two Greeters, standing just inside the narthex, will be directing people into and out of the sanctuary. Five Greeters, one person for each aisle in the sanctuary down front. Three Greeters just inside the entrance to the sanctuary. Two Greeters, one at the aisles between center aisle and the outside aisle. Two Greeters in each hallway going toward the restrooms to assist in maintaining social distancing. Two Greeters standing in the hallway outside the restrooms to assist in maintaining one person or family group in the restrooms at a time. One will be in the Community Life Center and one at end of hall near the Fellowship Hall.

Stage Five - Weddings, and church events in sanctuary: When we move into stage five, these events will have the same requirements as Stage Four – In Person Worship.

Stages Six and Seven – Not Applicable

Lastly, the Church Council has granted the Executive Council in consultation with the Health and Welfare Committee, the authority to make procedural decisions on behalf of the Church Council on all matters concerning COVID-19 and Kingswood United Methodist Church.

The Kingswood Preschool Health and Safety Plan

As we face this unprecedented public health emergency of COVID-19 Coronavirus, The Kingswood Preschool requires all staff and families to abide by these newly established policies and procedures. These policies and procedures are set up as a means of supporting and protecting our children, families, and staff. Because the COVID-19 pandemic is a fluid situation, TKPS recognizes that these policies and procedures are subject to change as they may need to be revised in response to changing trends and/or knowledge about the virus. Any changes will be communicated to families and staff via email. All questions regarding these policies and procedures should be directed to the TKPS office by emailing kingswoodschooloffice@gmail.com or by calling 770-458-8407. Thank you for partnering with us to be able to continue to safely care for your child and help them thrive during this pandemic.

Adherence to Official Guidelines

These policies and procedures have been drafted in accordance with the guidelines and recommendations provided by the CDC, Georgia Department of Early Care and Learning (DECAL)/ Bright From the Start, American Academy of Pediatrics and Kingswood Church. All decisions are made using the most up to date information.

TKPS will take all necessary precautions to keep the COVID-19 Virus from entering our Preschool These steps include:

- Only allowing staff and children in the building who are required/authorized for daily operations.
- Restricting Visitors- Visitors, including parents, and other church staff members will not be allowed in the Preschool.
- Daily health screenings will be conducted for all staff and preschool children including temperature checks on arrival. You will be provided with a daily wellness sheet which will be filled out each morning for each child.

Changes for Arrival - Parents will not enter the building.

- Children remain buckled in car seats. Office staff members open vehicle door in the temperature taking zone (by directional sign), take **child's** temperature with non-touch forehead infrared thermometer, record temperature on wellness card which

parent has filled out. Car pulls up in front of building, staff member unbuckles child from car seat. Assistant teachers walk child to classroom.

- A temperature of 100.4 or higher will result in the child going home with their family.
- Late arrivals (after 9am) will park in front of school and call the preschool office. Preschool office member will walk to vehicle to take **child's** temperature. Preschool office member will walk child into building and classroom.
- If a child refuses to exit the vehicle with the preschool staff member during carpool line, parent will secure child into car seat and park in parking space. Family will then follow late arrival procedures.

Changes in the Classrooms - TKPS will be taking precautions to minimize the spread of the virus.

- Class size and class offerings will be limited.
- Classrooms will include the same children every day. Classes will remain in their classrooms as much as possible. Staff will be kept consistent from classroom to classroom, with the only exception being in the event of staff absence and the need for a substitute.
- Classroom furniture will be placed in a manner that promotes spacing/separation of children to aid in promoting distancing.
- Classes will have dedicated daily playground and courtyard time and times will be staggered to allow the sanitizing of the equipment after each class.
- Water play and sensory play with items such as rice, beans, water, play dough, and sand will be limited as much as possible. When sensory play does occur, each child will receive their own materials and items used will be disinfected in between children.
- Children will be reminded not to touch their eyes, nose, and mouth.
- Proper hand washing and hygiene practices will be used for children and staff throughout the day. Children and staff will wash their hands for a period of 20 seconds with warm water and soap:

- Upon arrival in the preschool
- Before and after eating meals.
- After blowing their nose, coughing, or sneezing, or in contact with bodily fluids
- After toileting or changing diapers
- Hand sanitizer with 60% alcohol may be used in lieu of hand washing only when hand washing is not available.
- Staff members are required to wear masks during carpool. Face masks are encouraged but not required for all age groups. Any child that wears a face mask must know how to properly remove and adjust their mask. All masks will be provided from home. Staff members will be provided face shields for them to wear if they choose. Staff members are also allowed to wear face masks if they desire in addition to their face shield.
- Staff members will have their temperature taken upon arrival in the preschool.
- Frequently touched areas in the classroom (doorknobs, faucets, chairs, soap dispensers) will be wiped down with disinfectant wipes throughout the preschool day by the classroom teachers. Office staff will spray disinfectant on doorknobs, light switches, and faucets.
- Bathrooms will be sanitized after each class uses a communal bathroom.
- The playground and courtyard areas will be sanitized after each use.
- Children will share crayons, markers, glue from a communal basket. There will be numerous communal baskets in each classroom. These baskets will be rotated between small groups. These items will be sanitized after each use and at the end of each day.
- Toys that cannot be sanitized will be removed from the classroom.
- Children will sit at the same seat at tables as much as possible. Seats will be separated as much as possible to maintain social distancing.

- Children will bring their own lunch from home. There will be no shared foods or utensils or containers. The lunchroom will be utilized, and proper social distancing measures will be applied. The lunchroom will be sanitized after each use.
- Children will bring in two changes of clothes in a labeled sealed Ziplock bag. These clothes will be left in school.
- No tote bags will be used

Changes to Dismissal - Parents not permitted to enter the building

- Families will line up and display assigned carpool number in their windshield. Staff members will notify classroom teachers which children is being dismissed.
- Children will remain in classroom /hallway until called. Teacher will walk children to car and place child in car. Preschool staff members are not permitted to buckle children into car seats. Family members will pull to the buckle zone and secure children in car seats prior to driving vehicle.
- If a child needs to be picked up early, please call the school office at 770-458-8407. Your child will be brought out to your car.

Cleaning and Disinfecting of Classrooms at End of the Preschool Day

- Teachers will clean and disinfect toys, tables, chairs, and countertops.
- Teachers will clean and disinfect doorknobs, light switches, and faucets.
- Church maintenance staff will clean and disinfect bathrooms including fixtures and floors.
- Church maintenance staff will clean and mop classroom and hallway floors.
- Church maintenance staff will vacuum educational rugs.

In the event an enrolled child or staff member tests positive for COVID-19, all efforts will be made to maintain confidentiality and TKPS will take the following steps:

Should a teacher test positive for COVID-19

- If a staff member tests positive for COVID-19, they must quarantine at home for a period of 14 days, and the Georgia Department of Health will be notified. TKPS will follow their guidance and recommendations for any necessary classroom and/or school closings. Parents of children in that classroom will be notified that there was

a positive COVID-19 case. A deep cleaning of the classroom will occur. The staff member MUST be symptom free and have a negative COVID-19 test result before returning to work.

- If a staff member has had contact with a person who is COVID-19 positive, they must self-isolate at home for 14 days. They will be required to have a negative COVID-19 test result before returning to work.

Should a child test positive for COVID-19

- If an enrolled child tests positive for COVID-19, that child must quarantine at home for 14 days, and the Georgia Department of Health will be notified. TKPS will follow the DPH's guidance and recommendations for any necessary classroom and/or school closings. Parents of children in that classroom will be notified that there was a positive COVID-19 case. A deep cleaning of the classroom will occur. The child who tested positive MUST have a negative COVID-19 test result and be symptom free before returning to school.
- If a child is exhibiting symptoms and has been exposed to someone who is positive for COVID-19, they will be required to present a negative COVID-19 test and medical clearance from their doctor to return to school. A deep cleaning of the classroom will occur.
- If a child is exhibiting symptoms, but has no known exposure risk, they will be required to remain at home until they are symptom free for a period of 24 hours without the aid of medication.

Addition to Family and Employee Handbook

Procedures in place during a public health emergency will be added to the Family and Employee Handbooks. The above changes will be included as well as a statement that tuition is non-refundable if it becomes necessary to close the preschool for several weeks. Preschool employees will be required to continue working during the closure. *See School policy on closings*

School policy on closings

If school does not begin on the first day of school due to Covid-19, only Kindergarten will begin virtually. Kindergarten will pay full tuition. All other classes will have their tuition credited towards when TKPS opens.

If the COVID-19 pandemic causes the preschool to close for the safety of the children, staff and community, we will continue teaching your child as described below. We realize that though virtual learning has its benefits, it is not a full substitution for “in school learning”. For this reason, if we must switch to virtual learning you have two options for the following month

Option 1 - pay 1/2 tuition and receive virtual learning from your child's teacher in the following manner. Your child's teacher will be paid accordingly. Kindergarten 3/4 tuition.

All families that participate in option 1 will receive

- Weekly lesson plans from the teacher as well as a packet that contains any materials required to complete the weeks lessons. This packet will be available to be picked up outside of the preschool
- Regular Zoom meetings - 2's/young 3's classes will have one virtual meeting per week, 3's/young 4's will have 2 meeting per week. 4's and young 5's will have 3 meetings per week. Kindergarten at least 4 meeting per week. All meetings will be between 30-45 minutes and occur during school hours. These meetings will reflect the teacher's lessons and discussions as well as student interaction.
- Daily videos of activities such as circle time, story time, math, and language lessons.
- Periodic Zoom meetings with parents to support parents during virtual learning

Option 2-receive a full refund for that month but receive zero communication from the school. If you choose option 2, and school resumes in person, you will have to reregister your child and pay are registration fee.

At any time if school resumes, tuition will be adjusted to reflect the months taught either in person or virtually.

Should a new student enroll in the Kingswood Preschool after the first day of school, they must present a negative COVID test dated within 5 days.

Each family will submit the following daily health screening each day including temperature checks. Any child with a temperature of higher than 100.4 will be asked to pull out of the carpool line to have their temperature rechecked.

Childs
name _____ Date _____

Do you or do any of the children you are dropping off have a fever (100.4 or higher), cough, shortness of breath, difficulty breathing or other respiratory symptoms, or at least two of the following symptoms, chills, muscle pain, headache, sore throat or new loss of taste or smell?

YES NO

Have you or any of the children you are dropping off have any of the symptoms since last time you were here? YES NO

Have you or any of the children you are dropping off been in contact with anyone with these symptoms since the last time you were here? YES NO

Have you or any of the children you are dropping off potentially been exposed to COVID-19 or have reason to believe you/they have COVID-19

I acknowledge that there is a risk of exposure to COVID-19 in sending my child to The Kingswood Preschool. TKPS will follow the guidelines set forth by the Centers for Disease Control and DECAL/ Bright From The Start to ensure the health and safety of all children and staff members. I will not hold TKPS responsible should my child or a family member contract an illness through attendance.

Parent Signature: _____

Should my child become ill, I can be reached at: _____

The Kingswood Preschool
COVID-19 PROGRAM ATTENDANCE
ACKNOWLEDGMENT AND DISCLOSURE

Child's Name: _____

The Kingswood Preschool has updated several procedures in response to the COVID-19 Public Health Emergency to promote the health and safety of children and

staff at the Preschool. This Acknowledgment and Disclosure should be signed by ALL parents/guardians of children returning to programming.

Because the virus can be transmitted by persons who are asymptomatic, no list of restrictions, guidelines, or practices will remove 100% of the risk of exposure to COVID-19. Therefore, everyone must take reasonable precautions to stop the spread and limit risks of exposure.

As a condition of my child's attendance at TKPS during this public health crisis, I understand and agree to the following new health and safety measures:

1. Drop Off/Pick Up: Parents/Guardians will not be permitted to enter the facility beyond the designated drop-off and pick-up area. This procedure change is for the safety of all persons present in the facility and to limit to the extent possible everyone's risk of exposure.
2. Signs of Illness: Children must be free from COVID-19 symptoms at drop-off. Their temperature will be taken and recorded at drop off and then again midday while on church premises. If, during the day, any of the following symptoms appear, Parents/Guardians will be contacted and must pick up their child.

Symptoms include,

- Fever of 100.4 degrees Fahrenheit or higher
- Dry Cough
- Shortness of Breath
- Chills
- Loss of Taste or Smell
- Sore Throat
- Muscle Aches

While many of these symptoms can also be related to non-COVID-19 related issues, we are proceeding with an abundance of caution for the health and safety of all during this public health emergency. Children must be symptom free without any medications for 72 hours before returning to the facility.

3. Hand Washing: Children and Staff will be required to wash their hands upon entrance using CDC recommended handwashing procedures and throughout the day using warm running water and rubbing with soap for at least 20 seconds.
4. Face Masks: Staff members have the option to wear a mask and or face shield while in the school. Children over the age of 2 have the option to wear masks as well. Parents/Guardians will provide the masks for their children.

5. Reducing Community Exposure: Parents/Guardians play a crucial role in keeping everyone in the facility safe and reducing the risk of community exposure. Parents/Guardians will take steps to control their and their child's exposure in the community, including complying with any and all state, county or local stay-at-home orders, limiting contact to those in the household, and following recommendations from the CDC that limits risk for exposure, such as wearing a mask in public, remaining 6ft from others, and not taking children to stores or public spaces unless absolutely unavoidable and necessary.

6. Notification Requirements: Parents/Guardians must immediately notify The Kingswood Preschool administration if they become aware that any person with whom they or their child have had contact exhibits any of the symptoms listed above; has been advised to self-isolate, quarantine, or has tested positive, or is presumed positive for COVID-19, including if a person is presumed positive or tests positive for COVID-19 at the **Parent/Guardian's** place of employment.

My signature below evidences that I have read, understand, and agree to comply with the provisions listed herein. I acknowledge that failure to abide by all policies and procedures outlined by The Kingswood preschool including those listed herein, may result in withdrawal from the preschool.

Parent/Guardian Name: _____ Date _____

Parent/Guardian Signature _____