

# Holy Covenant Child Development Center

## COVID-19/Pandemic Illness Policies

Holy Covenant Child Development Center is, and will continue to, actively assess and implement protocols needed to maintain the safety and health of our children, family and staff as we return to school and program activities. The following policies and procedures will be put in place throughout the COVID -19 pandemic. These policies are based on recommendations and guidelines from Texas Health and Human Services, local health officials, state licensing agencies and the Center for Disease Control (CDC). The Holy Covenant CDC Advisory Board and administration may adjust these policies as needed based on changes in pandemic conditions or updates from local officials.

**Disclaimer:** Despite the following precautions, children, families or staff may still come in contact or be exposed to any illness or disease at our facility. Holy Covenant Child Development Center and Holy Covenant United Methodist Church are not responsible for possible exposure or contracting any illness or disease.

### School Responsibilities and Precautions

Minimum standards for health and safety protocols require that there be limitations to entering our building. Only students, teachers, administrators, and Holy Covenant staff and required individuals deemed necessary for the operation of the building/program will be allowed to enter the building. This procedure is to protect the health of everyone inside by limiting the risk of COVID-19 exposure. At this time, parents will not be allowed to enter the building. This includes walking a child to or from their classroom.

### Drop-Off Procedures

- All children will be dropped off and picked up at a designated zone. Parents will stop in the designated zone, remove the child from the car with his or her belongings and wait for a staff member to greet their child and accompany them to their classroom. Parents must wear a mask, even inside their vehicle during drop off/pickup.

Designated zones are as follows (see map):

- Zone A - Front Church Doors (Under the covered carport)
  - Mother's Day Out
  - T/W/Th Frog Class
- Zone B - Education Building Doors (West parking lot)
  - Preschool classes
  - Infant Duckling class
  - Families with children in MDO and preschool will use Zone B

## Daily screening/health check

- All children and staff will go through a screening process before entering the building.
- Prior to arrival in the designated zone, all children will have a visual check for any signs of illness and will have their temperature checked by a staff member.
- Any child with a temperature of 100 degrees or higher, shows any signs or symptoms of illness, or does not meet the eligibility of the Pre-acceptance Daily Health Check will be sent home and not allowed to return until they meet the requirements to return to school.

## Pre-acceptance Daily Health Check

Parents will answer the following questions at daily check-in:

1. Have you (or has your child) tested positive for COVID-19 or been diagnosed by a physician with COVID-19?
2. In the last 14 days, have you (or has your child) had close contact (within 6 feet for at least 10 minutes) with someone diagnosed with COVID-19?
3. Have you (or has your child) traveled to any of the currently identified pandemic travel restricted areas in the last 14 days?
4. Do you (or does your child) have any of the following symptoms?
  - a. Fever of 100.0°F or higher
  - b. Dry Cough
  - c. Shortness of breath
  - d. Chills
  - e. Loss of taste or smell
  - f. Sore Throat
  - g. Muscle Aches
  - h. Diarrhea
5. Did you (or your child) take any medicine that reduces fever in the last 24 hours?

If the answer is yes to any of the questions, the child will not be able to attend school until free of symptoms without the help of medications for 72 hours. We will require a return to school note from a doctor if the child exhibits the above symptoms but is diagnosed with a different illness.

While we understand that many of these symptoms can be related to non-COVID-19 issues, we must proceed with an abundance of caution during this pandemic.

Please allot extra time for arrival and dismissal and proceed with patience and grace for our school staff.

## Precaution Practices

- All staff will receive mandatory training about preventing the spread of COVID.
- Everyone entering the building will be required to use hand sanitizer. Teachers will assist children with applying hand sanitizer before entering the building. In addition, children will wash their hands upon arrival to the classroom.
- HCCDC will help children learn proper mouth covering when coughing or sneezing, and proper handwashing procedures.
- Classes will remain separate from each other - children from one class will not mix with children from other classes.

- A quarantine room will be provided for any child exhibiting symptoms where they will be closely monitored by a staff member until a parent arrives.
- School-wide events are cancelled until further notice.
- Class parties will be limited to the children and the staff of each individual classroom. Please watch for the specific guidelines for class parties.

### **Disinfecting Policies**

Cleaning and disinfecting supplies will include an approved bleach and water solution that follows the health department's guidelines for use, Clorox wipes and Lysol spray.

- HCCDC will be adding additional cleaning in high touch areas.
- Additional hand sanitizing stations have been added at all entrances.
- Staff will disinfect all toys with a proper disinfecting solution during the day as needed and at the end of each day.
- Staff will remove any item that a child places in their mouth until it can be cleaned and disinfected.
- Personal items will be sent home daily to be washed or disinfected.
- Nap mat covers will no longer be used and nap mats will be disinfected every day.
- Playground touch surfaces will be disinfected between classes.
- The Movement room and equipment will be disinfected between classes.

### **Online Learning**

- In the event of a school closure, HCCDC staff will provide optional online learning for children through a class specific Facebook page and Zoom (if applicable) up to 30 days as we are able. This is to give children the opportunity to stay connected with teachers and classmates while learning new things.

### **School Closures**

HCCDC may be closed at any time due to the following reasons:

- Confirmed case or possible exposure within the school as determined by the local health department
- Adequate staffing is not available to maintain minimum required ratios
- A stay-at-home order is issued by local officials
- A Katy ISD issued closure
- Other closures related to pandemic conditions

## **Parent Responsibilities**

### **Illness Policy**

- Parents must verbally acknowledge that their child is well and can pass the screening process each day before dropping their child off.
- Parents must keep their child home if they have a fever of 100 degrees or higher or have any other signs and symptoms of illness.
- Ill children must be kept home until they complete the requirements for returning to school (see below).
- Parents must notify the school of any illness
- Parents or other designated person must be available to pick up an ill child from school within 30 minutes of a phone call.
- Any child or parent that has close contact with someone diagnosed with a COVID-19/pandemic illness must self-quarantine for 14 days and complete the requirements for returning.
- Any child diagnosed with an COVID-19/pandemic illness must have a doctor release to return to school.

### **Precautions**

- Parents are asked to work on teaching their children proper mouth covering when coughing and sneezing.
- Parents are asked to work on teaching children proper hand-washing procedures.

### **Exclusion and Return Policies**

#### **Ill Child**

Any child that develops symptoms of a COVID-19/pandemic illness while at school will be sent home immediately and the following steps will be taken:

- A parent will be notified immediately and instructed to pick up their child. The child will be isolated until they are picked up from school.
- All parents of the child's classroom will be notified
- All areas where the ill child had contact will be disinfected
- The classroom will be reopened after being disinfected

#### **Confirmed Case of Illness At School**

If any child or staff member tests positive for a COVID-19/pandemic illness the following procedures will be followed:

- Local health officials will be notified. HCCDC will follow all health official recommendations which may include self quarantine, classroom closure or school closure.
- All school parents will be notified.
- All areas where the ill person had contact will undergo a deep disinfectant cleaning..

- The classroom or school will reopen as directed by local health officials.

## Requirements For Returning to School

Any child or staff member who (a) is lab-confirmed to have COVID-19; or (b) experiences the symptoms of COVID-19 (listed below) must stay at home throughout the infection period, and cannot return to campus until the school screens the individual to determine that the below conditions for campus re-entry have been met:

- In the case of an individual who was diagnosed with COVID-19, the individual may return to school when **all three** of the following criteria are met:
  - at least three days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications);
  - the individual has improvement in symptoms (e.g., cough, shortness of breath); and
  - at least ten days have passed since symptoms first appeared.
- In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual **is assumed to have COVID-19**, and the individual may not return to the campus until the individual has completed the same three-step set of criteria listed above.
- If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either (a) obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or (b) receive two separate confirmations at least 24 hours apart that they are free of COVID via acute infection tests at an approved COVID-19 testing location found at <https://tdem.texas.gov/covid-19/>.

## COVID-19 Symptoms

- Possible COVID-19 symptoms include:
  - Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
  - Loss of taste or smell
  - Cough
  - Difficulty breathing
  - Shortness of breath
  - Headache
  - Chills
  - Sore throat
  - Shaking or exaggerated shivering
  - Significant muscle pain or ache
  - Diarrhea

## Exposure to COVID-19/Pandemic Illnesses

- Children who have known close contact (within 6 feet) with a person who is confirmed with a COVID-19/pandemic illness must self-quarantine for a period of 14 days.
- The individual must monitor their health for any signs or symptoms of the illness during the 14-day quarantine and follow the criteria for returning if any signs or symptoms appear.

For clarity, close contact is defined as:

a. being directly exposed to infectious secretions (e.g., being coughed on while not wearing a mask or face shield); or

b. being within 6 feet for a cumulative duration of 15 minutes, while not wearing a mask or face shield; if either occurred at any time in the last 14 days at the same time the infected individual was infectious.

Individuals are presumed infectious at least two days prior to symptom onset or, in the case of asymptomatic individuals who are lab-confirmed with COVID-19, two days prior to the confirming lab test.

### **COVID-19/Pandemic Tuition Policy**

- In the event of a 2-week or less class or school closure due to COVID-19/pandemic, regular tuition and other fee amounts are due on regular due dates.
- In the event of more than a 2-week class or school closure due to COVID-19 /pandemic, tuition will be discounted until school reopens.
- Tuition must be paid as scheduled for your child to remain enrolled.
- Registration fee, supply fee and May tuition are non-refundable. If a child withdraws from the program, those fees are due again should the child be re-enrolled at a later date.

**\*\*NOTE:** Failure to comply with the requirement of the COVID 19/Pandemic policy may result in your child being disenrolled from Holy Covenant CDC.