



COVID POLICIES & PROCEDURES

Revised June 1, 2021

HOURS OF OPERATION



7:30 am – 6:00 pm
(until further notice)

- Classrooms/groups will not be combined during any part of the day.
- Parents are not allowed to enter the building except for urgent matters or by appointment.
- **Reduced hours are necessary to not combine groups/classrooms.**



What Guides our Decisions

- Decisions are based on data, recommendations and orders from our governing officials.
- Recommendations from:
 - CDC
 - Texas Childcare Licensing
 - Texas Education Agency



OPERATIONS:

Staggered Arrival Times

Staggered Drop Off & Pick Up: The purpose of staggered drop off/pick up is to minimize risk of spread (no mixing of groups and to maintain social distancing).

Full Day Program:	7:30 – 8:00 am
Academic Day Program:	8:20 – 8:30 am



OPERATIONS:

Staggered Dismissal Times

Academic Day Students

2:20	Toddler
2:30	Early Childhood
2:30	Elementary Dismissal, <u>use the staff assisted drive-through lane</u>

- Toddler & EC Parents, park, walk to the front gate and pick up your child
- Elementary parents, use the drive through lane (SOUTH entrance of Elementary Building)
- **Please do not allow your children to play in the parking lot or behind the dumpster after pick up.**

Full Day Students

- Toddler/Early Childhood, parents will come to the MHFC Building, ring the busser and your child will be brought to you outside.
- Elementary, students will be dismissed through the Handwork Studio, EAST door.



Non-Pharmaceutical Interventions (NPI)

- **Personal:**
 - Face Covering, Washing Hands, Hand Sanitizer

- **Environmental:**
 - Cleaning, Sanitizing & Disinfecting

- **Community:**
 - Social Distancing & Staggering Arrival/Dismissal
 - Health Screening
 - Travel and Extended Absence
 - Illness & Symptoms



NPI: Personal

- **Face Masks required for adults and children age 3 yrs. and older**, except when eating/drinking and during outside activities, when 3 ft. distancing is maintained. If your child forgets to bring their face mask, a disposable mask will be provided.

- **Washing Hands**
 - Proper handwashing **completely DESTROYS the virus.**
 - Please help everyone stay healthy by encouraging proper handwashing at home.

- **Hand Sanitizer**
 - When soap and water are not accessible, we use hand sanitizer*
 - Hand Sanitizer pumps are located each occupied room.
 - EC and Toddler students may not bring personal hand sanitizer, Elementary students can.

*Hand sanitizer cannot be used on children age 2 yrs. and younger.



NPI: Environmental

FACILITY

- Professional Janitorial providers clean the school Monday – Friday.
- Teachers/staff sanitize classrooms, materials, and commonly touched surfaces routinely during the day.
- Items coming from home are limited to reduced cross contamination.



NPI: Environmental

CLASSROOMS

- No mixing of classrooms.
- Individual worktables are sanitized between use.
- Family Style Dining is temporarily suspended, lunch and snack are served individually.
- Individual plates, cups, and utensils are not re-usable (disposable).



NPI: Community

SCREENING

Individuals will be screened upon arrival and ENTRY WILL BE DENIED WHEN

- Temperature of 100°F or greater
- Displays one or more of the following new or worsening symptoms:
 - ✓ Cough
 - ✓ Shortness of Breath
 - ✓ Runny Nose
 - ✓ Sore Throat
 - ✓ Headache
 - ✓ Loss of taste or smell
 - ✓ Extreme fatigue
 - ✓ Chills, Body, or Muscle Ache
 - ✓ Diarrhea

OR

IN PREVIOUS 10 DAYS:

- ✓ Direct Contact with person who is COVID-19 positive.
- ✓ Direct Contact with a person who displays COVID-related symptoms and has not been cleared of having COVID- 19.



NPI: Community

NEW STUDENTS/STAFF & EXTENDED ABSENCE

New Students & Staff: New students/staff are required to provide negative COVID test results.

Extended Break (5-consecutive days or more): Students/staff who are returning from an extended break are not required to submit a negative test result, **unless the break includes travel.**



NPI: Community

TRAVEL

You may have been exposed to COVID-19 on your travels. Regardless of where you traveled or what you did during your trip, the requirement below will help to protect others from getting COVID-19:

Travel by Plane (per CDC):

- To return to School following travel by plane:
 - Get tested with a viral test 3-5 days after your trip and stay home and self-quarantine for a full 7 days after travel, even if your test is negative.
 - If you don't get tested, stay home and self-quarantine for 10 days after air travel.
 - **Exception: Fully vaccinated individuals will not need to self-quarantine following air travel; however, a negative test result is required.**

All other forms of Travel:

- To return to School following all other forms of travel, a negative COVID test result is required.



NPI: Community

SYMPTOMS & ILLNESS

If your child or any other family member is displaying any new or worsening COVID-related symptoms while at home, then:

- Keep your child home and notify the school.

If your child is displaying any new or worsening COVID-related symptoms while at school, then:

- The individual and siblings will be moved to the isolation area and,
- Parents will be called for **immediate** pick-up
- Area/s used will be disinfected
- Students in same group will be closely monitored for possible symptoms.



NPI: Community

SYMPTOMS & ILLNESS:

If a member of our school (student, staff, or household member) is confirmed positive for COVID-19

If student or staff, then:

- School will notify the Health Department and Childcare Licensing
- School will notify staff and families of all students in school,
- Area used by person will be closed off (students/staff moved to a different room),
- Open doors and windows, wait 24 hours to disinfect and sanitize.
- Follow guidelines by outlined by the Heath Department
- Follow guidelines for return to school.

If household member, then:

- School will notify staff and families of all students in school,
- Follow guidelines for return to school (next page)



NPI: Community

SYMPTOMS & ILLNESS

CRITERIA FOR RETURN TO SCHOOL

In the case of an individual who is **displaying new or worsening COVID related symptoms:**

- The individual is assumed to have COVID-19, and the individual may not return to school until the individual has completed the four-step criteria listed before (p. 15), **or**
- The parent must submit a note from a medical professional or a negative test result, clearing the individual with symptoms from active COVID-19 infection.



NPI: Community

SYMPTOMS & ILLNESS

CRITERIA FOR RETURN TO SCHOOL

In the case of an individual or a household member who is **diagnosed positive for COVID**

- At least 10 days since symptoms first appeared **and**
- At least 24 hours with no fever without fever-reducing medication **and**
- Other symptoms of COVID-19 are improving **and**
- Negative tests results provided for all household members

*Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation.



NPI: Community

DIRECT CONTACT WITH INFECTED PERSON

DEFINITION OF DIRECT CONTACT:

- Someone who was within 6-feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.
- Member living in the same household.



NPI: Community

DIRECT CONTACT & SUSPECTED DIRECT CONTACT WITH AN INFECTED PERSON

CRITERIA FOR RETURN TO SCHOOL:

If a person has had direct contact with a lab confirmed COVID case, and is not fully vaccinated, then:

- Person is not allowed to return to work/school until the end of the self-quarantine period from the last date of exposure (exception granted for critical infrastructure workers):
- After day 10 without testing or,
- After day 7 after receiving a negative test result (test must occur on day 5 or later).

If a person believes they have had direct contact to someone with COVID-19, is not fully vaccinated, and are not currently sick, then:

- They should monitor their health for the above symptoms during the 14 days after the last day they were in close contact with the individual with COVID-19.

If a parent believes that they or the child has had direct contact to someone with COVID-19 but are not currently sick, then:

- They should monitor their health for the above symptoms during the 14 days after the last day they were in close contact with the individual with COVID-19.