



## COVID POLICIES & PROCEDURES

**Revised Sept. 29, 2021**

*The COVID handbook is revised as necessary.*

**HOURS OF OPERATION: 7:00 am – 6:00 pm** (until further notice)

- Reduced hours are necessary to eliminate mixing of classrooms.
- Until further notice, parents are not allowed to enter the building, except for urgent matters or by appointment.



## What Guides our Decisions?

- Decisions are based on data, recommendations and orders from our governing officials.
- Guidelines from:
  - [CDC K-12 School Guidelines](#)
  - [Fort Bend County Health Department](#)
  - [Texas Childcare Licensing](#)



## OPERATIONS:

### Staggered Arrival Times

Parents/Guardians walking to the school to drop-off/pick-up students must wear a mask and maintain social distance.

**Staggered Drop Off:** The purpose of staggered drop off/pick up is to reduce traffic and minimize the risk of spread

Full Day Program:	7:00 – 8:00 am (screening takes place at entry)
Academic Day Program:	8:15 – 8:30 am (screening takes place at car)

The designated drive-through time for MHFC and Elementary School is 8:15 – 8:30

**During this time, pedestrian traffic is not allowed from the parking lot to the school.**



## OPERATIONS:

### Staggered Dismissal Times

**Academic Day Students: Use the drive-through lane, pedestrian foot traffic is not allowed during these times:**

2:20	Toddler & Early Childhood
3:00	Elementary

### **Full Day Students: After academic-day dismissal:**

- Toddler/Early Childhood, parents will come to the MHFC Building, knock on the door, and your child will be brought to you outside.
- Elementary, parents come to the door/gate of the Handwork Studio (EAST door) or playground, depending on time of departure. Your child will greet you outside.



## OPERATIONS:

### PLAN FOR CONTINUAL LEARNING

**If a classroom closes due to direct exposure with a COVID confirmed person, then:**

- A plan for distance learning is in place for temporary classroom closures.
- The closed classroom will transition to distance learning within 24 hrs.
- Details will be provided by your child's guide during classroom orientation.



## Non-Pharmaceutical Interventions (NPI)

- **Personal:**
  - Face Covering, Washing Hands, Hand Sanitizer
  
- **Environmental:**
  - Cleaning, Sanitizing & Disinfecting
  
- **Community:**
  - Masks, Social Distancing\*, and Staggering Arrival/Dismissal
  - Health Screening before building entry and temperature checks after lunch
  - Constant monitoring of Illness & Symptoms
  - Weekly PCR tests available for all (children, parents, and all family members). \*No out-of-pocket cost
  - Weekly PCR testing is MANDATORY for all employees.

\*Social Distancing is enforced to the best of our ability.



## NPI: Personal

- **Face Masks required for adults and children aged 3 yrs. and older, while on School Grounds** (including entrances), except when eating, drinking, or while supervising children outside.

If your child forgets to bring their face mask, a disposable mask will be provided.

- **Washing Hands**

- Proper handwashing **completely DESTROYS** the virus.
- Please reinforce proper handwashing at home.

- **Hand Sanitizer**

- When soap and water are not accessible, we use hand sanitizer\*
- Hand Sanitizer is available in every occupied room.
- EC and Toddler students may not bring personal hand sanitizer, Elementary students can.

\*Hand sanitizer cannot be used on children aged 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.





## **NPI: Environmental**

### **CLASSROOMS**

- No mixing of classrooms
- Family Style Dining is suspended. Lunch and snacks are served individually.
- Individual plates, cups, and utensils are disposable.
- Tables are labeled for individual use or sanitized between each use.



## NPI: Community

### SCREENING

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

Displays one or more of the following new or worsening symptoms\*:

- ✓ Fever (100 F, or higher) or Chills
- ✓ Cough
- ✓ Shortness of Breath or difficulty breathing
- ✓ Fatigue
- ✓ Muscle or body aches
- ✓ Headache
- ✓ New loss of taste or smell
- ✓ Sore Throat
- ✓ Congestion or runny nose
- ✓ Nausea or vomiting

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\*

\*Follow updated CDC guidelines pgs. 18 - 20

**\*When symptoms are medically diagnosed as not related to COVID, the individual may enter with medical documentation.**



## NPI: Community

### SCREENING

**PCR Testing** is available to every member of our school: staff, students, and families. Samples are distributed each Tuesday, collected each Wednesday, and results are provided before each new week.

Why do we test?

- Children under 12 are not vaccinated and at greater risk of contracting and spreading COVID.
- Often, children are asymptomatic, making it more difficult to detect and stop the spread.
- Break-through cases of COVID are possible for fully vaccinated individuals, especially the DELTA variant.
- When everyone tests weekly, we are in the BEST position to stop the spread, protect those we love, keep our classrooms/school open, and do what we love!

We urge every member of our school (who is able) to participate in the FREE weekly PCR testing. Weekly staff testing is mandatory.



## NPI: Community

### SYMPTOMS & ILLNESS

If a student/staff member is displaying any **new or worsening** COVID-related symptoms **while at home**, then:

- Stay home
- Notify School Admin
- Follow return to school criteria on pg. 16

If a family member of a child/staff in our school is displaying any **new or worsening** COVID-related symptoms, **while at home**, then:

- Closely monitor your child for new or worsening COVID-related symptoms, and
- Notify the school immediately if symptoms appear, and
- Keep your child home, and
- Follow return to school criteria on pg. 16



## NPI: Community

### SYMPTOMS & ILLNESS

If a student/staff member is displaying any **new or worsening** COVID-related symptoms **while at school**, then:

Student:

- The individual and siblings will be moved to the isolation area,
- Parents will be called for **immediate** pick-up (staff member will leave the school immediately)
- Area/s used will be disinfected
- Student/staff in same group will be closely monitored for possible symptoms.
- Follow guidelines for return on pg. 16

Staff:

- The individual will take a rapid COVID test before leaving school or returning to work (based on severity of symptoms)



## **NPI: Community**

### **SYMPTOMS & ILLNESS:**

**If a member of our school is confirmed positive for COVID-19**

#### **If student or staff, then:**

- School will notify the Health Department and Childcare Licensing,
- Area used by person will be closed off (students/staff moved to a different room or outside),
- Open doors and windows, wait 24 hours to disinfect and sanitize,
- Follow guidelines by outlined by the Heath Department
- School will notify staff and families of all students in school.
- Follow guidelines for return to school, pg. 17



## **NPI: Community**

### **SYMPTOMS & ILLNESS:**

**If a household member of a student/staff is confirmed positive for COVID-19:**

- Student or staff (living with the family member) is presumed to have COVID.
- School will notify staff and families of that class/admin group.
- Follow guidelines for return to school, pgs.19 and 20.



## 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 submits 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 who is **diagnosed positive for COVID**

The individual may return to school/work when all four of the following criteria are met:

- 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 COVID-19 rapid test result provided to school, within 72 hrs. of return date.

\*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 (laboratory-confirmed or a clinical diagnosis) for a cumulative total of 15 minutes or more over a 24-hour period (for example, three individual 5-minute exposures for a total of 15 minutes) 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 (presumed direct contact)

\* Exception: In the K-12 indoor classroom setting or a structured outdoor setting where mask use can be observed (i.e., holding class outdoors with educator supervision), the close contact definition excludes students who were between 3 to 6 feet of an infected student (laboratory-confirmed or a clinical diagnosis) if both the infected student and the exposed student(s) correctly and consistently wore fitting masks the entire time.

This exception does not apply to teachers, staff, or other adults in the indoor classroom setting.



## NPI: Community

DIRECT CONTACT WITH AN INFECTED PERSON

### CRITERIA FOR RETURN TO SCHOOL

If a person had **direct contact with a lab confirmed COVID person**, 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 PCR test result (test must occur on day 5 or later from exposure date).



## **NPI: Community**

DIRECT CONTACT WITH AN INFECTED PERSON

### **CRITERIA FOR RETURN TO SCHOOL**

**VACCINATED or THOSE INFECTED WITH COVID-19 WITHIN THE PAST 90 DAYS, then:**

- Quarantine is not necessary.
- PCR test on day 3 - 5 from date of exposure, even if no symptoms appear.



## **NPI: Community**

IN-DIRECT CONTACT WITH AN INFECTED PERSON

### **CRITERIA FOR RETURN TO SCHOOL**

#### **INDIRECT CONTACT**

- Self-monitor for symptoms for 14 days following last exposure with the infected person.
- If symptoms appear, follow guidelines for return to school on pg. 16



## **NPI: Community**

NEW OR RETURNING STUDENTS & STAFF

### **CRITERIA FOR RETURN TO SCHOOL:**

#### **New to School**

- New students/staff and are required to provide negative **PCR** test results (administered within 72 hrs. of start date),
- **As of June 1, 2021:** New Employees are required to be fully vaccinated.

#### **Return from Extended Break (5 or more consecutive days)**

- Must submit negative COVID results before attending school (rapid or PCR). The test must be administered within 3-days (72 hrs.) of return to school.



## **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:

Slides 24, 25 provide a simple chart outlining the CDC's recommendation pertaining to travel, domestic or international, vaccinated or unvaccinated.

Slide 26 outlines the School policy for the return to school following travel, domestic or international, vaccinated or unvaccinated.



## DOMESTIC TRAVEL

# CORONAVIRUS DISEASE 2019 (COVID-19)

Domestic Travel RECOMMENDATIONS AND REQUIREMENTS	Not Vaccinated	Fully Vaccinated
Get tested 1-3 days before travel	✓	
Get tested 3-5 days after travel and self-quarantine for 7 days. Self-quarantine for 10 days if you don't get tested.	✓	
Self-monitor for symptoms	✓	✓
Wear a mask and take other precautions during travel	✓	✓



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

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## INTERNATIONAL TRAVEL

# CORONAVIRUS DISEASE 2019 (COVID-19)

International Travel RECOMMENDATIONS AND REQUIREMENTS	Not Vaccinated	Fully Vaccinated
Get tested 1-3 days before traveling out of the US	✓	
Mandatory test required before flying to US	✓	✓
Get tested 3-5 days after travel	✓	✓
Self-quarantine after travel for 7 days with a negative test or 10 days without test	✓	
Self-monitor for symptoms	✓	✓
Wear a mask and take other precautions during travel	✓	✓





## **NPI: Community**

### **AFTER TRAVEL RETURN TO SCHOOL REQUIRES THE FOLLOWING:**

#### **FULLY VACCINATED:**

- DOMESTIC: Self-monitor for COVID symptoms and get tested if symptoms develop. The individual does NOT need to self-quarantine or get tested if fully vaccinated.
- INTERNATIONAL: Get tested with a test 3 – 5 days after travel. Provide negative **PCR** test result prior to return to school. Self-monitor for COVID symptoms for 14-days.

#### **UNVACCINATED, DOMESTIC OR INTERNATIONAL:**

- Get tested with a test 3 – 5 days after travel AND self-quarantine for a full 7-days after travel.
- Provide negative **PCR** test results prior to return to school.
- Self-monitor for COVID symptoms for 14-days following travel.