



COVID POLICIES & PROCEDURES

Revised September 15, 2022

The COVID handbook is revised as necessary

Effective September 19, 2022

*Revisions are Highlighted in **Yellow***



What Guides our Decisions?

- Decisions are based on data, recommendations, and orders from our governing officials:
 - [CDC K-12 School Guidelines](#)
 - [CDC COVID-19](#)
 - [Fort Bend County COVID Data](#)



OPERATIONS:

Arrival

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
Academic Day Program:	8:15 – 8:30 am

Designated drive-through Time: 8:15 – 8:30 am **During this time, pedestrian traffic is not allowed.**

Screening for symptoms takes place upon entry.



OPERATIONS:

Dismissal

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

2:30	Toddler & Early Childhood
3:00	Elementary

Full Day Students: Dismissal after 3:00 pm

Parents of Toddler/EC children may enter the building for pick-up between 3:00 – 6:00 pm

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.



Non-Pharmaceutical Interventions (NPI)

- **Personal:** Proper Handwashing & Face Masks (optional)
- **Environmental:** Frequent Cleaning and Sanitizing of commonly used areas.
- **Community:**
 - Health Screening upon entry and temperature checks after lunch.
 - Constant monitoring of Illness & Symptoms.



NPI: Personal

- **Face Masks are optional for adults and children.**
- **Washing Hands**
 - Proper handwashing (soap, lather, and wash for a full 20-seconds - front, back, and in between fingers),
 - Please reinforce proper handwashing at home.
- **Hand Sanitizer**
 - When soap and water are not accessible, hand sanitizer is used*
 - Hand Sanitizer is available in every occupied room.
 - EC and Toddler students may NOT bring personal hand sanitizer, Elementary students may.

*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: Community

SCREENING

Students 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
- ✓ Nausea or vomiting

OR

IN THE PREVIOUS 5 DAYS:

- ✓ Students having Close Contact with a person and/or household member who is COVID-19 positive.

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



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 via email: admissions@mhfcschool.com
- Follow return to school criteria on pg. 14

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

- Stay home, and follow return to school criteria on pg. 14
- Closely monitor for new or worsening COVID-related symptoms, and
- Immediately notify School Admin via email: admissions@mhfcschool.com if symptoms appear, and



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 an isolated area.
- Parents will be called for **immediate** pick-up
- Follow guidelines for return on pg. 14

Staff:

- Staff members must **immediately** take a rapid COVID test. If positive, follow the criteria for return to school on pg. 15.



NPI: Community

SYMPTOMS & ILLNESS:

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

If student or staff, then:

- Notify School Admin immediately via email: admissions@mhfcschool.com
- School will notify the Health Department and Childcare Licensing,
- Area used by person will be disinfected.
- School will notify staff and families of students in that class.
- Follow guidelines for return to school, pg. 15



NPI: Community

SYMPTOMS & ILLNESS:

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

- Notify School Admin immediately via email: admissions@mhfcschool.com
- The student (living with the household member) is presumed to have exposure to COVID
- Follow guidelines for return to school, pg. 15



NPI: Community

CRITERIA FOR NEW OR RETURNING STUDENTS & STAFF

New to School

- New students/staff are required to provide a negative rapid test result (administered within 24 hrs. of start date),
- New Employees are required to be fully vaccinated.

Return from Extended Break (5 or more consecutive days, including weekends, and unrelated to COVID infection, symptoms, or exposure)

- Returning students/staff must submit negative rapid test results (administered within 24 hrs. of returning to school).



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, clearing the individual with symptoms from active COVID-19 infection or a negative (rapid) COVID test administered within 24 hours of return to school.
- If the student is sent home due to fever or vomiting/diarrhea not related to COVID-19 infection must be symptom-free and without the need for fever-reducing medicine for 24 hrs. before returning to school.



NPI: Community

SYMPTOMS & ILLNESS

CRITERIA FOR RETURN TO SCHOOL

In the case of an individual who is diagnosed positive for COVID, regardless of vaccination status:

- Isolate at home for a minimum of 5 days (day one begins at the onset of symptoms or, if asymptomatic, on the date of the positive test)
- If you have no symptoms, or your symptoms are resolving after 5 days, you may return to school on day 6, with the following:
 - A negative rapid test result (administered on day 5 or after), and
 - Ability to adhere to strict mask-wearing for an additional 5-days.

*If you are unable to adhere to 'strict mask-wearing (toddlers), you were severely ill with COVID-19, or immunocompromised, or do not test negative on day 5 or after, isolation could be extended to 10-days.

*Students may return to school on day 11 without a negative rapid COVID test result, provided symptoms have resolved and without the use of fever-reducing medication in the last 24 hours.



NPI: Community

CLOSE CONTACT or EXPOSURE WITH AN INFECTED PERSON:

CRITERIA FOR RETURN TO SCHOOL:

When student has been in close contact or exposure with an infected person (other than a household member); quarantine/isolation *may* be determined on a case-by-case basis depending on close contact/exposure circumstances, vaccination status, and if the person has had COVID-19 within the past 90 days:

If you recovered from a documented COVID-19 infection within the past 90 days (regardless of vaccination status), you do NOT need to self-quarantine.



NPI: Community

AFTER **DOMESTIC** TRAVEL CRITERIA FOR A RETURN TO SCHOOL:

ALL Travelers (regardless of vaccination status):

- Provide a negative RAPID test result (administered within 24 hrs.) prior to return to school.

AFTER **INTERNATIONAL** TRAVEL CRITERIA FOR A RETURN TO SCHOOL: :

If you are **NOT up to date with COVID VACCINES:**

- Stay home and quarantine for a full 5-days after travel, and
- Provide a negative RAPID test result (administered within 24 hrs.) prior to return to school

If you are up to date with COVID VACCINES:

- Provide a negative RAPID test result (administered within 24 hrs.) prior to return to school

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html>

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/international-travel/index.html>



NPI: Community

DEFINITIONS:

Close Contact: Is someone who was less than 6 feet away from 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. People who are exposed to someone with COVID-19 after they completed at least 5 days of isolation are not considered close contacts.

Exposure: Contact with someone infected with SARS-CoV-2, the virus that causes COVID-19, in a way that increases the likelihood of getting infected with the virus.

Quarantine: Is a strategy used to prevent transmission of COVID-19 by keeping people who have been in close contact with someone with COVID-19 apart from others.

Isolation: Is used to separate people with confirmed or suspected COVID-19 from those without COVID-19. People who are in isolation should stay home until it's safe for them to be around others.