



St. Andrew Health and Safety Procedures and Guidelines

2020 – 2021 Returning Safely



St. Andrew Preschool Health and Safety Protocols and Procedures COVID-19

The primary concern of St. Andrew Preschool is the health and well-being of our children, families and staff. Therefore, St. Andrew Preschool adopts this policy to comply with OSHA 3990 Guidance on Preparing Workplaces for COVID-19, Governor Abbott's Open Texas Checklist for Child Care Operations, CDC guidelines, Texas Health Department of State Health Services (DSHS)'s COVID-19 guidelines, Texas Health and Human Services (THHS), Child Care Licensing, and the National Association for the Education of Young Children (NAEYC) relating to children, families and staff members.

This Policy provides St. Andrew Preschool families and staff with the school's preparedness and response plan, infection prevention measures, and health screening measures. Our goal is to be transparent with our families in the operational pattern in response to COVID-19.

St. Andrew Preschool will continue to monitor developments and provide guidance to our families and staff as needed. St. Andrew Preschool will revise this policy as necessary to comply with any guidance and directives from the state and federal governments and agencies, including but not limited to OSHA, CDC, DSHS, THHS Child Care Licensing, NAEYC, and other organizations including St. Andrew UMC.

In order to maintain the healthiest environment for ALL, it is vital that students and staff who display symptoms of illness remain at home. A health screening will take place before anyone enters the preschool area. We will also limit the number of people entering the building to minimize exposure to any infectious disease.

Drop off / Pick up Procedures

St. Andrew Preschool will restrict entry into the building to the following individuals:

- St. Andrew UMC employees
- Persons with legal authority to enter, including law enforcement officers, Licensing staff, and Department of Family and Protective Services Staff
- Children enrolled in the school
- If the need arises for a family member, who has a child enrolled and present, to enter the building, arrangements must be made with the front office prior to arrival.

Both drop-off and pick-up of children to and from St. Andrew Preschool will be completed outside of the building.

- Upon arrival at St. Andrew Preschool, the parents or the adult dropping off must check the child in using our automated QR/student profile.
- Once checked in, a verbal health screening will be presented by a member of the administrative team or designated staff for the parent/adult to complete.
- The child's temperature will be taken and recorded. If the child presents with a temperature above normal (100.0 degrees) or exhibits signs of possible illness, the child will be excluded from care. In addition to the initial temperature check and screening, St. Andrew Preschool reserves the right to take any child's temperature at any time for any reason.
- Children will be dropped off at the front door and escorted to class by a member of the administrative team or designated staff once they have been checked in.

A detailed Carpool Protocol and Procedures will be emailed to families prior to the start of school.

Health Screenings

The following individuals must be screened every day before entering the St. Andrew Preschool:

- St. Andrew Preschool employees
- Persons with legal authority to enter, including law enforcement officers, Licensing staff, and Department of Family and Protective Services Staff
- Children enrolled in St. Andrew Preschool

Health screenings will include both a temperature check and a health questionnaire. These must be completed for all children and staff. If a parent must enter the building, he/she must also complete a health screening and wear a mask.

Daily Health Check Screening Questions

The health questionnaire will ask if your child has been, within the last 14 days:

- Diagnosed with COVID-19
- In **contact** with someone recently diagnosed with COVID-19
- Exposed to anyone who had **contact** with someone recently diagnosed with COVID-19
- A participant in international travel to a country requiring a 14-day self-quarantine as designated by the CDC

Contact: interactions within six (6) feet of an infected person for at least 15 minutes

Illness Exclusion

Students/ staff will not be admitted into the preschool if they have any of the following symptoms:

- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills

- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Nausea
- Known close contact with a person who is lab-confirmed to have COVID-19
- Known close contact with a person with any infectious disease

Return to school for an illness other than COVID-19

When students/staff are ill, they must not return to school until they are symptom free without medication for 72 hours.

If a Child Develops COVID-19 Symptoms at St. Andrew Preschool

Addressing the Symptomatic Child

If a child begins developing COVID-19 symptoms while at St. Andrew Preschool, a member of the administration will contact the child's parent/guardian immediately. The child will be removed from his/her classroom and relocated to the sick isolation room. A staff member will remain with the child until he/she is picked up from school. Parents will need to pick up a sick child within 30 minutes of being notified. Depending on the circumstances, St. Andrew Preschool will take other steps as necessary for the safety of other children and staff, including notifying families and staff of possible exposure, contact-tracing procedures, closing St. Andrew Preschool and taking the necessary infection control measures. Please make sure all contact information on the Enrollment Form is always current and up to date throughout the school year.

Reporting COVID-19 Diagnosis

In cases where a child has a confirmed case of COVID-19, St. Andrew Preschool will report the case within 48 hours of learning about the diagnosis to the following groups:

- DSHS
- THHS Child Care Licensing
- St. Andrew Preschool families & staff
- St. Andrew UMC clergy & Church Council

With regards to the child diagnosed with COVID-19, St. Andrew Preschool will keep his/her identity confidential to the extent possible as required by law.

Infection Prevention Measures

In cases where a child has a confirmed case of COVID-19, St. Andrew preschool will:

- Follow any required directives, recommendations and guidelines from DSHS
- Follow any required directives, recommendations and guidelines from THHS Child Care Licensing, CDC, OSHA, and other relevant state and federal agencies and organizations
- Implement necessary infection control measures
- Contact-trace any close contacts the child or employee experienced while at St. Andrew Preschool

Return to St. Andrew Preschool

For any child with confirmed or suspected COVID-19, St. Andrew Preschool will follow the procedures below as to when the child can return to St. Andrew Preschool.

In cases where a child has a confirmed case of COVID-19, the child will:

- Self-quarantine for a total of 14 days
- Return to St. Andrew Preschool when the following three (3) criteria are met:
 1. Three days (72 hours) have passed since resolution of fever without fever reducing medication
 2. Improvement in respiratory symptoms (cough, shortness of breath)
 3. Ten (10) days have passed since COVID-19 symptoms first appeared

In cases where a child who has symptoms that could be COVID-19, and does not get evaluated by a medical professional, or tested for COVID-19, the child is assumed to have COVID-19, and the child may not return to St. Andrew Preschool until the child has completed the same three step criteria listed above. If the child has symptoms that could be COVID-19 and wants to return to St. Andrew Preschool before completing the above self-quarantine period, the child's parent/guardian must obtain a medical professional's note clearing the child for return based on an alternative diagnosis or a negative test result.

Hygiene Stations

Parents and staff will use hygiene stations located at the front door upon entering the facility. Alcohol based hand sanitizer will also be available on the check in stations located outside of each classroom.

Hand Washing

Children will be required to immediately wash their hands upon arrival in the classroom.

Each classroom will have a sand timer that the teacher will use to regulate (20 second) timed hand washing.

Throughout the day, children will wash their hands frequently with warm, soapy water. St. Andrew Preschool will also have hand sanitizer available at all entry doors and in classrooms serving children 24 months and up.

Children will wash hands and/or use hand sanitizer before and after playing on the playground.

Health and Safety in the Classroom

- All frequently touched surfaces such as light switches, doorknobs, handles, faucets, counter tops, tables, chairs, sinks, toys, etc. will be disinfected before the arrival of any students, throughout the day and after dismissal.
- An enhanced, thorough cleaning will be performed each evening by the church custodial staff in all areas of the school. St. Andrew Preschool will continue to follow NAEYC's guidance on daily cleaning, sanitizing and disinfecting procedures.
- Children and staff will wash hands frequently and regularly with soap and water for at least 20 seconds throughout the day.
- Staff will have access to disposable gloves, disinfectant solution, anti-bacterial wipes and hand sanitizer.

- No in-person program tours will be given until further notice to reduce the number of people in the building.
- Classrooms will remain separated to reduce the number of children in one area. As much as possible, groups will NOT be combined, and children will limit travel from room to room throughout the day.
- Children should bring at least two changes of clothing as new guidelines recommend more frequent clothing changes as needed if clothing becomes wet or soiled.
- Staff will spread the children out appropriately during classroom activities, snack, lunch and naptime.
- Enrichment classes will have time between classes to allow time to disinfect resources and classrooms.

Staff Health and Safety

- Staff are required to complete the following two courses from Texas Agri-life before returning to work:
 - Providing High Quality Experiences during COVID-19 for Emergency Child Care Settings
 - Special Considerations for Infection Control During COVID-19
- All staff must stay home when feeling sick.
- Staff will undergo a health screening each day prior to reporting to work. Staff will be sent home if they exhibit any signs of illness.
- Staff will immediately wash their hands upon entering the building. Signage describing proper hand washing technique will be posted at all sink areas.
- Signage describing proper respiratory etiquette will be posted in common areas.
- Staff will follow the same listed protocol as a student in the case of infection and return to school.

Social Distancing, Face Coverings, and Gatherings

Staff must always have face covering available while physically present in the building and wear them when it is not feasible to maintain six feet social distancing. No more than 2 people in an elevator at one time. If 2 people are riding in an elevator, both should be wearing a face covering.

Staff will be required to wear a mask:

- in large common areas/hallways, as well as when diapering a student.
 - during meetings, while walking in hallways, riding elevators, in restrooms, etc.
 - while changing a child's diaper or in close proximity to a child
- If a staff member is outside and practicing at least 6 feet of social/physical distance, they can, but are not required, to remove the face covering/mask.
 - If a staff member is seated in the classroom and practicing at least six (6) feet of social/physical distance with children they can, but are not required, to remove the face covering/mask.
 - If a staff member is seated at a desk in the office, they can, but are not required, to remove the face covering/mask.

Staff should maintain proper 6- foot social distancing and adhere to the following guidelines regarding gatherings:

- All staff gathering or meetings should be held in a location large enough to accommodate 6- foot physical distancing
- Gatherings of more than 10 people should only be held in large common areas
- Staff are required to wear face coverings during staff meetings and gatherings
- No contact such as handshakes, hugs etc. are permitted.

Children attending St. Andrew Preschool can, but are not required, to wear a face covering/mask. If a child is unable to keep the mask on properly and use it safely, they will be asked to remove it and put it in their school bag.

Prohibition of Disclosure

To maintain requirements allocated through HIPPA the identity of any staff or student with COVID -19 symptoms or a confirmed diagnosis must remain confidential and only be discussed with the Director.

Illness During the Day

- If a child begins to exhibit symptoms of illness, the child will be isolated in a safe, secure and caring environment until he/she is picked up. Parents will need to pick up a sick child within 30 minutes of being notified.
- Staff members who show any signs of illness during the day will be sent home immediately and a qualified substitute will fill in.
- We will follow health and safety guidelines from the state and local public health authorities to determine when a return to the program is appropriate for both staff and children.

Mixing Classrooms/Combining Children

Students will remain with their classroom teacher and classmates throughout their school day. Students will only transition to the Playground, Rainy Day Room, Motor Movement and Literacy Classroom during the day. All other enrichment classes (Music, Sacred Circle, Library, etc.) will be taught in the student's classroom. Classrooms that share a restroom will be considered a "unit" and may be on the playground together. Combining classrooms and mixing groups is strongly discouraged unless necessary.

Material Sharing

Children will be given individual boxes of crayons, pencils, markers and scissors. Sharing materials will be discouraged when possible.

Snack & Lunch

All surfaces will be disinfected before snack & lunch.

All staff and children will wash hands before and immediately after snack & lunch.

Each child's snack & lunch must be packed in individual containers and labelled with the child's name.

Communication

- All families will receive an email notifying them when a positive Covid-19 case has been identified at school.
- If the current situation changes and it becomes necessary to update our procedures or close our program temporarily, we will notify families via email to the primary account holders email address.
- The latest updates can be found on our school website.

Parents are asked to immediately notify St. Andrew Preschool if you become aware of any person with whom your child or family has had contact with that: 1) exhibits any of the symptoms listed above, 2) is advised to self-isolate or quarantine, or 3) has tested positive, or is presumed positive for COVID-19 or any other infectious illness.

Travel

Families must notify St. Andrew Preschool prior to returning to school of any travel outside of the United States. St. Andrew Preschool reserves the right to exclude a child(ren) from care if they or a member of the household has traveled to a country that has been identified by the CDC as an “at risk” country.

Currently, there is no mandatory self-quarantine for travel within the United States. Should the federal or state government institute a mandatory self-quarantine, St. Andrew Preschool will follow any mandatory self-quarantine guidelines.

Contingency Plan

St. Andrew Preschool follows the PISD calendar as a guideline. During the period in which PISD is E- learning only, St. Andrew Preschool will also be closed for in person instruction. St. Andrew Preschool will consider the date in which PISD resumes in person learning to determine when our school will open.

Pandemic Tuition Policy

During a “required” closure enrichment learning opportunities will be provided by the Age-Level Teams. Age-Level Facebook classroom pages will be created to view recorded lessons that follow the planned thematic instruction. Activities will include thematic studies, work jobs, cooking ideas, outdoor activities, dramatic play ideas, gardening ideas, virtual field trips, journaling for older students, and online links for story readings, music, and bible lessons.

Should St. Andrew Preschool need to close for Pandemic reasons, full tuition will be due for the first two weeks of closure. If the center is closed longer than two weeks, 50% of tuition will be due. Parents may give a 30-day notice to withdraw from the program if they feel it is in the best interest of their family. 50% of the tuition will be due during the 30-day notice period. To re-enroll in the program after withdrawing, a full registration fee will be required.

Disclosure Statement

I understand that outside of care, in order to control my child’s exposure in the community, I will comply with any and all state, county or local stay-at-home orders. I will immediately notify St. Andrew Preschool if I become aware of any person with whom my child or I have had contact exhibits any of the symptoms listed above, is advised to self-isolate, quarantine, or has tested positive, or is presumed positive for COVID-19 or any other infectious illness.

This policy does not otherwise modify or amend the 20-21 St. Andrew Preschool Parent Handbook.