



Day School COVID-19 Response Protocol – Parent Policies

What are the symptoms of COVID-19?

COVID-19 Adult Symptoms:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

COVID-19 symptoms are similar in children and adults, however children with confirmed COVID-19 generally have mild symptoms.

Reported Children's Symptoms include:

- Fever
- Runny nose
- Cough
- Vomiting
- Diarrhea

If your child has ANY of these symptoms, please keep them at home. According to Centers for Disease Control (CDC) and Texas Health & Human Services (THHS) Childcare Licensing, Day School cannot allow a teacher, parent, or child to enter the facility if they have any of the following:

- Fever of 100 F or above
- Signs or symptoms of a respiratory infection such as cough, shortness of breath, sore throat, low grade fever
 - Per Day School Parent Handbook, please do not administer fever-reducing medication to your child before school and then send them to school.
- In the *previous 14 days* has had contact with someone with a confirmed case of COVID-19; is under investigation for COVID-19; is ill with a respiratory illness; or has traveled internationally to countries with widespread, sustained community transmission.

For the protection of our Day School children and staff, a doctor's note is required in order to return to school if your child was denied entrance to Day School or sent home for any of the reasons stated above. Per our Parent Handbook, if a child is sent home from Day School due to illness, he/she cannot return for at least 24 hrs.

What is Day School doing to protect children and staff from contracting or spreading COVID-19?

In accordance with THHS Emergency Rule, Effective June 25, 2020, CDC Guidelines and THHS Child Care Licensing Guidelines, and the Governor's Checklist for Child Care Centers, Day School will adhere to the following:

- *Communicate with parents* to understand the importance of keeping your child at home if they are sick or present any of the symptoms listed above.
- *Screen* children and employees upon arrival every day and denying entry to any who meet the above specified criteria.



- *Train* staff on COVID-19 health protocol guidelines from the CDC, Governor's Checklist for Childcare Centers (Executive Order GA-23), Emergency Rules from Child Care Licensing of Texas Health & Human Services (THHS), and required COVID-19 trainings through Texas Agrilife Extension.
- *Limit entry* into Day School by only those deemed necessary, and only after screening of those individuals. *Under the current Emergency Rules from THHS, no one other than essential staff and Day School children are allowed entry into the Day School wing of the building.*
- *Intensify cleaning and disinfection* multiple times a day of classrooms, manipulatives/toys, restrooms, playground, and shared spaces.
- Increase *handwashing* protocol for children and teachers
- New pre and post *diapering procedures*
- *Soiled Clothing requirements*
 - Children and teachers must have multiple changes of clothing on site so that no one is wearing clothing soiled with body secretions.
- *Elimination of the gathering of large groups* of people and mixing of children, including, but not limited to:
 - Amending arrival and pick up procedures
 - Chapel will be limited to children only
 - Suspension of group special events
 - Staggered playground times and cleaning of equipment between classes
- All nap mats and blankets will be *stored separately and in large bags* labeled with child's first name and last initial.
- Children will be *spaced* out as much as possible during working, eating, and nap times.
- *Teachers will wear appropriate PPE* (face masks, face shields, and gloves when appropriate). Children under the age of 10 years are NOT required to wear face masks (per EO GA-29, issued July 2, 2020). *Children 2 years of age and younger must NOT wear masks because of the danger of suffocation.*

What can I do as a parent to prevent COVID-19 from entering Day School?

- *Partner* with Day School to keep ALL children and staff safe and healthy.
- *Keep your child home if they are sick with any illness. Keep your child home if anyone in the household is sick.*
- Take your child to the doctor if they exhibit any of the symptoms listed in this document.
- Work with your child at home to completely cover sneezes and coughs with a tissue or into an elbow.
- Work with your child to refrain from putting fingers in their nose and/or mouth (i.e. finger or thumb-sucking). *Parents may also consider reduced use/no use of pacifiers at school.*
- Work with your child on thorough handwashing for 20 seconds (Recite "The Lord's Prayer" or "Happy Birthday" twice). A demonstration of proper handwashing ("The Purple Paint Demonstration") can be found on the following YouTube link:
https://www.google.com/search?q=purple+paint+handwashing+demo&rlz=1C1CHBD_enUS851US851&oq=purple+paint+handwashing+demo&aqs=chrome..69i57j33.12462j0j7&sourceid=chrome&ie=UTF-8



- Send *at least* 3 complete changes of seasonally appropriate clothing. THHS guidelines require us to change soiled clothing that may have body secretions (i.e. such as nasal discharge, drool, and restroom accidents) for children and teachers.
- Label all cups, water bottles, baby bottles, snacks, and lunches with your child's first name and last initial. Please label EVERYTHING your child brings to school in this manner so we may keep belongings separate.
- If your child becomes ill, please come IMMEDIATELY to pick them up.
- Keep emergency contacts updated and add more as needed, *in writing*.
- Notify Day School IMMEDIATELY if you suspect your child or anyone in your household has COVID-19, or if your child or anyone in your household has been exposed to someone with a confirmed case COVID-19, or has tested positive for COVID-19.
- These policies are based on the THHS Childcare Licensing Emergency Rule issued June 25, 2020 and will expire on October 25, 2020. These rules may be extended past this date or new emergency rules may follow. Parents will be notified in writing of any changes.

What happens if Day School has a confirmed positive COVID-19 diagnosis in a child or teacher?

1. Inform Harris County Health Authority
2. Inform Child Care Licensing
3. Inform Parents in writing
4. If a child or teacher becomes ill *while at Day School* and tests positive, Day School will wait at least 24 hours before cleaning and will plan to reopen the following day, *unless otherwise directed by HCHA or THHS*. Parents will be notified in writing of the return date.
5. Clean and disinfect all areas used by positive person, including all common areas. Wear gloves to clean.
6. Only the effected class or classes must close for up to 14 days from last known exposure, **or as directed by HCHA & THHS Childcare Licensing**. Day School COVID-19 Response Parent Policies will go into effect unless otherwise directed by these agencies.
7. The child or staff member who tests positive for COVID-19, must provide a "Return to School" doctor's note to return to Day School.
8. If a child or staff member has direct exposure to someone with a confirmed case of COVID-19 outside of Day School, please notify Day School immediately. Day School will require a doctor's "Return to School/Work" note in order to attend Day School.
9. If Day School is directed to close the entire school by the Harris County Health Authority, tuition concerns will be addressed as indicated in the "Tuition" section of the Day School COVID-19 Response Protocol – Parent Policies.
10. If a child becomes ill with COVID-19 symptoms while at Day School, he/she must be picked up immediately. The ill child will wait in the designated isolation room with one of his/her teachers to minimize exposure. That child must have a doctor's "Return to School" note to attend Day School.

Tuition

If school is in attendance for *at least 4 days* within a month (does not have to be a consecutive 4 days), tuition will not be refunded for any school closure in order to pay our teachers and monthly expenses.

If your child becomes ill with COVID-19 or your class is temporarily closed for the required time frame (up to 14 days), tuition will not be refunded as indicated in the Day School Parent Handbook.

An amended Day School calendar will be provided in your child's Welcome Back Letter, and any changes to our schedule or operating procedures will be sent to you in writing.

**As a friendly reminder, all registration fees are non-refundable and Advanced May 2021 tuition is due by August 15, 2020. The Advanced May 2021 is also non-refundable after August 15, 2020.*



Required Documents

All parents must read and sign the following:

1. Day School Parent Handbook – Parent Acknowledgement page, **due by Oct. 5.**
2. Day School COVID-19 Response Protocol – Parent Policies Acknowledgement page (located on last page of this document), **due by Oct. 5.**
3. All other required enrollment documents – **due by Aug. 15.**

References

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- Centers for Disease Control and Prevention. Guidance for childcare programs that remain open. Retrieved from: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>
- Centers for Disease Control and Prevention. Interim guidance for administrators of US K-12 schools and child care programs. Retrieved from: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>
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- Caring for Our Children. Cleaning, sanitizing and disinfecting. Retrieved from: <https://nrckids.org/CFOC/Database/3.3>
- Caring for Our Children. Selecting an appropriate sanitizer or disinfectant. Retrieved from: <https://nrckids.org/files/appendix/AppendixJ.pdf>
- Hendley, J. O., Wenzel, R. P., & Gwaltney Jr, J. M. (1973). Transmission of rhinovirus colds by self-inoculation. *New England Journal of Medicine*, 288(26), 1361-1364.
- Nicas, M., & Best, D. (2008). A study quantifying the hand-to-face contact rate and its potential application to predicting respiratory tract infection. *Journal of Occupational and Environmental Hygiene*, 5(6), 347-352.
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- Texas Health and Human Services. Coronavirus (COVID-19). Retrieved from: <https://hhs.texas.gov/services/health/coronavirus-covid-19>
- Texas Health and Human Services (March 16, 2020). COVID-19 guidance to child care providers. Retrieved from: <https://hhs.texas.gov/about-hhs/communications-events/news/2020/03/covid-19-guidance-child-care-providers>
- Texas Agrilife Extension Course: Special Considerations for Infection Control in Child Care Settings During COVID-19



Parent Acknowledgment of Day School COVID-19 Response Protocol for 2020-2021

Please sign, date, and return this form to your child's teacher.

Student's Name: _____ Classroom: _____

Please initial each of the following:

____ I have read and understand all Day School guidelines and procedures for COVID-19 outlined in this document. A copy of all these guidelines/references can be found in the Day School office or online on the Reference page in this document.

____ I understand my child will be screened daily and could be denied entry into Day School if he/she has or exhibits any of the COVID-19 symptoms for adults or children as outlined in this document.

____ I understand I must pick up my child immediately, should he/she become sick at school.

____ I understand I must obtain a "Return to School" doctor's note if my child is denied entry to Day School or sent home from school due to any of the symptoms listed in this document.

____ I understand I must notify Day School if my child has been exposed to someone with a confirmed case or my child has a confirmed case of COVID-19.

____ I understand tuition will NOT be refunded in a month that school is in attendance for at least 4 days should Day School close for any reason.

Parent/Guardian

Printed Name _____

Parent/Guardian

Signature _____

Date _____