



St. Stephen Presbyterian  
DAY SCHOOL

## COVID-19 Response Plan

Updated: July 26, 2021

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The health and safety of our children, staff, and families is paramount. The policies and protocols listed in this document are designed to help parents understand their role and the Day School’s role in providing a safe and healthy school environment. Because of the easy manner of transmission within a community, the sustainability of our program relies on staff and families making wise decisions about limiting risks, including those that rely on decisions made outside the Day School.

The following policies and protocols have been created using [COVID-19 Guidance for Operating Early Care and Education/Child Care Programs](#) (updated 7/9/21) published by the CDC, as well as the American Academy of Pediatrics’ [COVID-19 Guidance for Safe Schools](#) (updated 7/18/21). Additional factors considered are the level of community transmission in Tarrant County and the COVID-19 vaccination coverage in the community and among children and staff.

These policies and protocols will be followed to the greatest extent practicable, will be adjusted as recommendations are updated, and will supersede the policies listed in the Parent Handbook where applicable. **Please read through the policies and protocols carefully and keep a copy for review as necessary.**

### 1 | Preventative Health Measures

#### Staying Home

It is vital that ***you keep your child home if they are ill or acting in such a manner that you believe they are becoming ill.*** Please check your child’s temperature before leaving for school and for any symptoms associated with COVID-19. We will first rely on the social responsibility of each family to be as prudent as possible in sending their child to school only when healthy. It is important for each family and staff member to be as vigilant as possible in monitoring for symptoms and communicating with the Day School if or when they start to

feel sick. A doctor's note of clearance to return to school may be required. Please email the Day School to communicate any concerns ([DaySchool@ststephenpresbyterian.com](mailto:DaySchool@ststephenpresbyterian.com)).

### **Monitoring Absenteeism**

SSPDS will monitor absenteeism daily. If your child is absent, please notify the Director by text message, email, or through the Procure app. Parents will be contacted if the absence has not been reported by 10:00.

### **Limiting Access to the Day School**

The Day School space is defined as the main hallway and the classrooms in the Education Building of St. Stephen Presbyterian Church. In an attempt to minimize the exposure to any infectious disease, access to the school will be limited. Only the following will be allowed to enter the Day School area:

- Day School Staff;
- Persons with legal authority to enter, including law enforcement officers and Department of Family and Protective Services staff;
- Professionals providing services to children;
- Enrolled children; and
- Parents who have children enrolled and present at the operation with a legitimate need to enter (see Section 2: Check-In and Check-Out Protocols)

Tours of the Day School will not be conducted during school hours.

### **Health Screening**

Upon checking child(ren) in to school each day, parents will review the following symptoms:

- Fever (temperature 100.0°F or higher)
- Sore throat
- New or uncontrolled cough that causes difficulty breathing
- Diarrhea, vomiting, or stomachache
- New onset of severe headache, especially with a fever

Children with any of the symptoms listed above will not be permitted to attend school.

Additionally, parents will review whether any of the child's close contacts have a lab-confirmed case of COVID-19 or are awaiting results of COVID-19 testing. If so, the child may not return to school until the end of the 14-day self-quarantine period from the last date of exposure or until a negative test result is confirmed. If a parent believes that they or their child has had close contact to someone with COVID-19 but are not currently sick, they should monitor their health for the above symptoms during the 14-day period after the last day they were in close contact with the individual with COVID-19. (For more information, see Section 6: Staying Home When Sick and Getting Tested).

## **2 | Check-In and Check-Out Protocols**

In order to minimize the number of people entering the Day School area, check-in and check-out procedures will occur outside of the main hallway. These restrictions will be relaxed when the level of community transmission has declined.

### Check-In Protocols

- Check-in will occur in the south foyer of the Education Building beginning at 9:20am and ending at 9:45am.
- Parents should wait in line with their child(ren) and remain at least six feet from other families.
- **Each parent or caregiver checking in his or her child must wear a face mask regardless of vaccination status. Children age 2 and above should wear a mask while waiting in line and during the check-in process.** Disposable masks will be available for those who do not have one.
- Parents will use the touch free feature in their Procure app to check their child in to the Day School, which will include a health screening.
- Parents will assist their child(ren) in initial hand sanitizing, and the child(ren) will be escorted to their classroom by a Day School employee.
- **Late Arrivals:** It is essential for the efficiency of the check-in process for parents and caregivers to be on time. However, we understand there may be mornings when a situation arises that delays school arrival. If you arrive after morning check-in has ended, please call the Director in order to be admitted (Lauren, 817.832.8849).

### Check-Out Protocols

- Check-out will occur outside of the Education Building.
- Parents will receive class-specific check-out procedures from their child's teachers. Please wait in line to check-out with your child's teacher. Please be prepared to check your child out using the Procure app.
- **When picking up children outside, it is not required that parents or caregivers wear a face mask.**
- **Late Check-Out:** SSPDS will follow the Late Pick-Up policy that is outlined in the Day School Parent Handbook.

### Inclement Weather Plan

In the event of inclement weather or extremely cold conditions, the check-in and check-out process will occur in the SSPC Parish Hall. Information will be sent in advance of enacting this plan through the Procure app.

**When picking up children inside, it is REQUIRED that parents or caregivers wear a face mask regardless of vaccination status.** Disposable face masks will be available for those who do not have one.

## 3 | Consistent and Correct Mask Use

When people who are not fully vaccinated wear a mask correctly and consistently, they protect others as well as themselves. Consistent and correct mask use by people who are not fully vaccinated is especially important indoors and when physical distancing cannot be maintained.

Because we serve a population that is not yet eligible for vaccination, **all Day School employees will wear face masks in the presence of children regardless of the employee's vaccination status.** Face masks will not be worn while on the playground.

**Children ages 2 and up** should wear a face mask during check-in, check-out, and when outside of their classroom. **Children in the Butterfly (age 3) and Firefly (Pre-K) classes will wear masks in their classrooms during the school day.** Masks will not be required on the playground. Face masks will not be worn while eating, drinking, napping, or on the playground. An extra mask can be kept at the Day School if the parent desires.

**Children under 2** will not wear a mask due to the potential suffocation danger.

## 4 | Physical Distancing and Cohorting

All Day School employees and Day School families must be aware that their individual actions play a critical role in reducing the risk of infectious disease transmission in our school community. Staff and parents are asked to maintain at least six feet of separation from other individuals. Children will be encouraged to physically distance whenever it is feasible. However, this is in direct conflict with developmentally appropriate learning through play and peer interaction in an early childhood setting and may not always be possible. Parents must be aware that children will interact in close proximity.

### Class Sizes and Classroom Space

The Day School has always had small classes that fall below the child care ratios outlined by the Texas Health and Human Services' Minimum Standards for Child-Care Centers. Additionally, each class contains the same children each day with the same regular teachers. With the exception of outside playtime, the classes will remain in their classrooms. Toys and materials that cannot be easily cleaned and sanitized have been removed.

### Outside Playtime

The Roly Poly class will be taken on stroller rides around the SSPC campus or will join the Bumblebee class on the playground. The Butterfly class and Firefly class will occasionally overlap on the playground because of class numbers and staffing. The Dragonfly class will use the playground separately from all other classes.

### Nap Time

Children's nap mats will be spaced six feet apart when possible, and positioned head-to-toe to reduce the potential of viral spread. As always, the mats will be disinfected after each use. Cribs will be spaced out as much as possible. Each crib is labeled with the child's name and will not be used by any other child during Day School hours. A clean sheet, provided by the Day School, will be used each school day.

## 5 | Handwashing and Respiratory Etiquette

Handwashing is the best way to stop the spread of an infectious disease in a school community. Each classroom is equipped with or has access to a sink; teachers will supervise as necessary to ensure proper handwashing techniques are used.

Children and staff will wash/sanitize their hands multiple times throughout the day; including, but not limited to:

- entering school
- before and after outside playtime
- before and after preparing food
- after every diaper change
- after using the restroom or helping a child use the restroom
- after coming in contact with bodily fluid
- before/after administering medication or medical ointment
- before/after eating, handling food, or feeding children

When washing hands, teachers will have the children wash with soap and water for at least 20 seconds and then use a paper towel to dry their hands. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol will be used if soap and water are not readily available.

## 6 | Staying Home When Sick and Getting Tested

Children and staff who have symptoms of infectious illness should stay home and be referred to their healthcare provider for testing and care. The overlap between COVID-19 symptoms with other common illnesses mean that some people with symptoms of COVID-19 could be ill with something else. This is even more likely in young children, who typically have multiple viral illnesses each year. If your child, a member of your child’s household, or a close contact of your child is confirmed to have COVID-19, you are required to inform the Day School **immediately and no later than** 24 hours from the time of diagnosis.

<b>IF</b>	a child is exhibiting signs of illness,	<b>THEN</b>	the parent or emergency contact will be contacted for immediate pick up.
	a child is experiencing symptoms of COVID-19,		it is recommended that parents contact the child's medical professional and consider following CDC and local health department guidelines regarding self-quarantine.
	a child is tested for COVID-19,		the Day School office <b>must</b> be contacted immediately.
	a child tests negative for COVID-19,		a note from a medical professional confirming a negative result and an alternative diagnosis is required before the child may return to school.
	a child or staff member tests positive for COVID-19,		the Day School will contact the local health department for guidance, which may result in a full or partial emergency closure of the Day School. All parents in the Day School will be notified without disclosing the person's name.
	a child or staff member tests positive for COVID-19,		<b>all three</b> following criteria must be met in order to return. <ul style="list-style-type: none"> <li>1. 10 days since symptoms first appeared,</li> <li>2. At least 24 hours have passed since recovery (fever-free without the use of fever-reducing medications),</li> <li>3. Other symptoms of COVID-19 are improving.</li> </ul>
a child or staff member is displaying symptoms of COVID-19 and does not get evaluated by a medical professional or tested for COVID-19,	the individual is assumed to have COVID-19. The individual may not return to the Day School until the same three steps mentioned above have been met. In the event that the three criteria are not met, a note from a medical professional must be obtained clearing the individual for return based on an alternative diagnosis.		

<p>a child, unvaccinated staff member, or any unvaccinated member of their household has been in close contact to someone with (suspected or confirmed) COVID-19, as defined by the CDC*,</p>		<p>the child or staff member should not attend school while they monitor their health for COVID-19 symptoms during the 10-14 days after the last day they were in close contact with the individual with COVID-19. Quarantine times may vary based on the recommendation of the local health department or the child or staff member’s healthcare provider.</p>
<p>a staff member who is fully vaccinated and does not have COVID-19 symptoms is exposed to someone with COVID-19,</p>		<p>the vaccinated staff member does not need to quarantine or get tested.</p>

**\*Close Contact:** Someone who has been within 6 feet of an infected person (suspected or confirmed) for a cumulative total of 15 minutes or more over a 24-hour period. An infected person can spread SARS-CoV-2 starting from two days before they have any symptoms (or, for asymptomatic patients, two days before the positive specimen collection date), until they meet criteria for discontinuing home isolation.

**Additional Information:** Correct and consistent mask use is a critical step that people can take to protect themselves and others from COVID-19. However, the type of masks used, and whether or not they are used consistently and correctly varies throughout the general population. Therefore, mask use is not considered when determining COVID-19 exposure and the definition of a close contact during case investigation and contact tracing, regardless of whether the person diagnosed with and/or the person exposed to COVID-19 was wearing a mask.

## 7 | Enhanced Cleaning and Disinfecting Measures

### Cleaning Products and Supplies

- The Day School will utilize products that are registered with the EPA and have been approved for use in child care settings. The products used will be qualified for use against SARS-CoV-2 (List N: Products with Emerging Viral Pathogens AND Human Coronavirus claims for use against SARS-CoV-2).
- Day School staff will be trained in the proper use of all cleaning products, which will be used according to the directions on the label.
- Classrooms will be supplied with disinfectant wipes and hand sanitizer with at least 60% alcohol content. These items will only be used by staff and kept out of reach of children. Children under 24 months will not use hand sanitizer without parental consent.
- SSPC will contract with a local janitorial service to clean the classrooms after each school day.

### Cleaning and Sanitizing Toys, Materials, and Surfaces

- Toys that have been put in a child’s mouth (or that are otherwise contaminated) will be collected through the school day and placed in a “to be cleaned” bin to be sanitized at the end of the day.
- Toys that cannot be cleaned and sanitized will not be used.
- Staff will clean and sanitize other toys and surfaces frequently throughout the day.

## Cleaning and Sanitizing Bedding

- In the Roly Poly Room, clean crib sheets will be provided and laundered by the Day School. These sheets will be changed each school day.
- Families with children in the Bumblebee, Dragonfly, and Butterfly classes will provide a clean crib sheet, blanket, and travel-size pillow, if desired, each week. These items will be sent home each Wednesday and returned each Monday. Families are expected to wash all items before returning to school on Monday. Children in the Pre-K class do not have a rest time during the school day.

## 8 | Additional Considerations

### Diapering Procedures

Day School employees will wear gloves for every diaper change and wash their hands and the child's hands afterward. The changing area will be disinfected with an EPA-registered sanitizing or disinfecting solution after each use. If reusable cloth diapers are used, they will not be rinsed or cleaned at the Day School. The soiled cloth diaper and its contents will be placed in a sealed plastic bag and sent home at the end of the school day.

### Personal Belongings

Children must have multiple changes of clothing kept at SSPDS. Parents are asked to provide a complete sets of appropriately sized clothing, stored in a Ziploc style bag and clearly labeled. These will be stored at the Day School and sent home as necessary. For naptime, please send only one small blanket, fitted crib sheet, and travel-size pillow if desired. These items must fit inside the child's backpack when zipped up. It is the responsibility of the family to wash naptime linens each week.

## 9 | COVID-19 Financial Responsibility Policy

The policy in the Day School Parent Handbook regarding a 30 day written notice prior to withdrawal from the program is still in effect. However, the following additions have been approved by the Day School Board and shall be confirmed upon the COVID-19 School Attendance Waiver being signed.

- **Local Orders for Community Shelter-in-Place:** If Tarrant County or the City of Fort Worth are ordered to shelter-in-place and the Day School must close, the first 30 days of tuition payment will not be eligible for a refund or credit. When school resumes, tuition will be reinstated (prorated accordingly) and due upon the first week back. Remote learning platforms will be available in the event of a temporary closure.
- **Personal Absence:** Prolonged personal absence because of COVID-19 illness or related reasons (e.g., a child must quarantine with their household) will not be eligible for refunds or credits.
- **Closure by the Tarrant County Health Department:** If the Day School is advised by the local health authorities to close for a quarantine, if SSPC closes at the recommendation of the local health authority because of a confirmed case, or if the Day School decides to close for 24 hours for deep cleaning, the tuition for that period will not be eligible for a refund or credit. For any subsequent quarantine closures, specific to SSPC or the Day School, families will be eligible for a credit for future tuition.