

Open Door Preschool FAMILY COVID-19 POLICY

1. Purpose

The primary concern of Open Door Preschool (ODP) is the health and well-being of our children, families and staff. Therefore, ODP adopts this Policy to comply with OSHA 3990 Guidance on Preparing Workplaces for COVID-19, Dallas County's Executive Order(s), 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 and families. This Policy provides ODP families with ODP'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. ODP will continue to monitor developments and provide guidance to our families as needed. ***ODP 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 Grace UMC).***

2. Drop-off/Pick-up Procedures

Both drop-off and pick-up of children to and from ODP will be completed outside of the building. Children will be dropped off at the front door and escorted to class by a member of management or designated staff. ODP will restrict entry into the preschool to the following individuals:

- ODP employees
- Persons with legal authority to enter, including law enforcement officers, Licensing staff, and Department of Family and Protective Services Staff
- Children enrolled in ODP
- Parents who have children enrolled and present at ODP (parents should **only** enter when necessary)

3. Health Screenings

The following individuals MUST be screened every day before entering ODP:

- ODP employees
- Persons with legal authority to enter, including law enforcement officers, Licensing staff, and Department of Family and Protective Services Staff
- Children enrolled in ODP
- Parents/Guardians who have children enrolled and present at ODP

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. Any individual will be denied entry if he/she has experienced any new or worsening of the following COVID-19 symptoms within the last 14 days:

- Feeling feverish or a measured temperature over 100°
- Cough
- Shortness of breath/difficulty breathing
- Chills
- Repeated shaking
- Muscle pain/aches
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea

Additionally, 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 10 minutes.

For the health and safety of the Open Door community IT IS IMPERATIVE that families keep their child(ren) home from school when the child(ren) or any family member presents any of the following symptoms associated with COVID-19: fever of 100F or more; chills; new cough, nasal congestion, or runny nose; shortness of breath or difficulty breathing; new muscle or body aches or fatigue; headache (if abnormal); new loss of taste or smell; sore throat; nausea, vomiting, abdominal pain; diarrhea; new rash.

In addition to the initial temperature check and screening, ODP reserves the right to take any child's temperature at any time for any reason.

4. If a Child Develops COVID-19 Symptoms At ODP

Addressing the Symptomatic Child

If a child begins developing COVID-19 symptoms while at ODP, a member of the ODP office staff will contact the child's parent/guardian immediately. The child will be removed from his/her classroom and relocated to the sick isolation room. Here, a member of staff will remain with the child until he/she is picked up. Depending on the circumstances, ODP 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 ODP and taking the necessary infection control measures. Please make sure all contact information on the Enrollment Form is current and up to date at all times throughout the school year.

Reporting COVID-19 Diagnosis

If staff/student/family member contracts COVID-19 the school must be notified as soon as possible.

In cases where a staff/student/family member has a confirmed case of COVID-19, ODP will report the case within 48 hours of learning about the diagnosis, to the following groups:

- DSHS
- THHS Child Care Licensing
- ODP families & employees
- Grace UMC pastor

With regards to the person diagnosed with COVID-19, ODP will keep his/her identity confidential to the extent possible unless as required by law.

Infection Prevention Measures

In cases where a child has a confirmed case of COVID-19, ODP 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, up to and including closure. These closures are currently between one and fourteen days and can happen with very short notice.
- Contact-trace, any close contacts the child or employee experienced while at ODP

Return to ODP

For any staff/student with confirmed or suspected COVID-19, ODP will follow the procedures below as to when the child can return to ODP.

- If student/staff has COVID-19 (or thinks they have COVID-19) the requirements for returning to school are as follows:

- 3 days with no fever AND
- Symptoms improved AND
- 10 days since symptoms first appeared

Depending on the healthcare provider's advice and availability of testing, staff/student may be tested to see if has COVID-19. If tested, staff/student may return to school when there is no fever without the use of medication, symptoms have improved, and staff/student receives two negative tests in a row, at least 24 hours apart.

In cases where student/staff who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the student/staff is assumed to have COVID-19, and the student/staff may not return to ODP until they have completed the same three step criteria listed above.

If they have symptoms that could be COVID-19, and want to return to ODP before completing the above self-quarantine period, the student/staff must obtain a medical professional's note clearing them for return based on an alternative diagnosis.

- If staff/student tests positive for COVID-19 but has no symptoms, they may return to school when 10 days have and two tests in a row are negative, at least 24 hours apart.
 - Any staff/student/family member who has close contact*** with or exposure*** to someone with COVID-19 or COVID-like symptoms should stay home for 14 days after exposure based on the time it takes to develop illness.
 - The school community will be notified immediately of any possible cases of COVID-19 via any of the school communication systems (i.e., email, school-wide broadcast system) while maintaining confidentiality as required by state and federal law.
 - In the event of a partial or full school closure, students will be provided support in the form of online learning and/or independent study. Please be aware that if multiple staff members become ill at the same time, these services may be impossible to provide.
- ***It is important to note the difference between Exposure and Close Contact:
- Exposure - Being more than 6 feet (2 meters) from a COVID-19 case for a limited period (usually minimal or incidental, e.g. passing in the hall or brief conversation at a distance)
- Close Contact - defined as follows: being less than 6 feet (2 meters) of a person with COVID-19 for 10 minutes or more; or having significant exposure to shared spaces such as conference room, break room, kitchen or restroom, or if they coughed or sneezed on/around you.

6. In-School Procedures

- ODP will implement social/physical distance policies whereby classroom schedules will be limited in their movement throughout the building. This includes following NAEYC's recommended class ratios. The ODP staff, and wherever possible, will maintain the CDC's recommended six feet of separation between individuals.
- When your child arrives at his/her classroom, he/she will wash hands with warm, soapy water for at least 20 seconds.
- Throughout the day, children will wash their hands frequently with warm, soapy water for at least 20 seconds. ODP will also have hand sanitizer available in classrooms. Children will wash hands and/or use hand sanitizer before and after playing on the playground.
- ODP staff will regularly sanitize (twice daily) high touch areas in the classroom. This includes high touch areas such as: door/cabinet handles, light switches, classroom sink handles, countertops, nap pads, tabletops, chairs, cubbies, etc. ODP will continue to follow NAEYC's guidance on daily cleaning, sanitizing and disinfecting procedures. Grace UMC custodial staff will be providing cleaning, sanitizing and disinfecting procedures each day after school.
- Movement of students, teachers, and staff through shared areas will be minimized as much as possible. Each class will have an assigned bathroom. No class will share a bathroom with any other class.
- Sharing of school supplies, books, and other learning aids will be limited to the extent practicable. Each student's belongings and supplies will be kept separate. Children will be given individual boxes of materials and are discouraged from sharing materials when possible.
- The following items will not be utilized at ODP this fall: bikes, balls, playground toys, sensory tables, water tables, dress-up clothes and soft toys. We will reassess the use of these items for the spring.
- Field trips, interclass activities, and extracurricular activities like Chapel and Godly Play will be paused for the fall. We will reassess these programs in the spring.
- Meals/snacks: All lunches must be brought from home. Children will be served individual servings of food at snack time. Family Style eating is discontinued until further notice. Open Door will use disposable items such as cups, spoons and plates when serving snacks to reduce risk and cross contamination.

7. Face Coverings/Masks

Staff/students at ODP are required to wear a face covering/mask in the building. If an ODP staff member/student is outside and practicing at least 6 feet of social/physical distance, they can, but are not required to, remove the face covering/mask.

Face shields are an alternative if a student is unable wear a mask.

Educating Students and Staff on Disease Prevention Behaviors

- All staff will be trained and will educate students on the following safety actions:
 - Cough and Sneeze etiquette

- Frequent and effective hand washing
Scrub with soap for at least 20 seconds or use hand sanitizer if soap and water are not accessible. Use paper towels to dry hands thoroughly. Wash hands when arriving and leaving home, arriving at and leaving school, after playing outside, after close contact with others, after using shared surfaces or tools, before and after using the restroom, after blowing nose, coughing, and sneezing, and before and after eating prepared foods.
- Not touching one's face, eyes or mouth or face covering
- Not sharing food, drinks, or utensils
- Staying home when ill
- Avoiding contact with people who are sick
- Refraining from hugs and handshakes
- Proper use, removal, and care for Personal Protective Equipment - cloth face coverings

8. DISD Consideration for Closures

ODP will be flexible in relation to DISD closures related to COVID-19. It is possible that one or the other will be open while the other is closed. ODP will continue to follow DISD closures as they relate to inclement weather.

Communications about closures of ODP will be sent to families and staff via email and text message.

9. Pandemic Tuition Policy

Should Open Door Preschool need to close for pandemic reasons, full tuition will still 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. Full tuition will be due during the 30-day notice period. A full registration fee will be required to reenroll in the program if a family chooses to reenroll.

In the event of closure, ODP will consider the implementation of age appropriate educational plans.

ACKNOWLEDGEMENT OF Open Door Preschool FAMILY COVID-19 POLICY

This acknowledgement confirms that I received and read the Open Door Preschool Family COVID-19 Policy. I understand the Policy is not intended to cover every situation, which may arise during the school year, but is a general guide to the goals, policies, practices and expectations of ODP as it relates to COVID-19.

I understand ODP will comply with 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 Grace UMC), and may revise the Policy as necessary.

I agree to comply with the Policy for my child to attend ODP. I further agree that if my child remains enrolled with ODP following any changes to the Policy, I thereby accept and agree to such changes.

Parent Signature _____ Date _____

Printed Name of Parent _____

Child Attending ODP _____

Please sign and return to the ODP office by August 23.

Please note, this acknowledgment form must be completed and on file in the ODP office before a child may attend.