

## **The Weekday School at UPUMC Family COVID-19 Policy**

### **1. Purpose**

The primary concern of The Weekday School at UPUMC (WDS) is the health and well being of our children, families and staff. Therefore, the WDS 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 WDS families with WDS'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. The WDS will be implementing a substantially similar policy for its staff. The WDS will continue to monitor developments and provide guidance to our families as needed. *The WDS 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 UPUMC).*

### **2. Drop-off/Pick-up Procedures**

Both drop-off and pick-up of children to and from the WDS will be completed outside of the building. Adults are required to wear face coverings/masks at drop-off and pick-up. The WDS will restrict entry into the building to the following individuals:

- WDS 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 WDS
- Parents who have children enrolled and present at the WDS (parents should only enter the WDS when necessary)

### **3. Health Screenings**

The following individuals must be screened every day before entering the WDS:

- WDS 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 WDS
- Parents who have children enrolled and present at the WDS (parents should only enter the WDS when necessary)

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
- A participant in international travel to a country requiring a 14 day self-quarantine as designated by the CDC
- Instructed to quarantine by any public health organization or department

**Contact: Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period.**

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

If a Child Develops COVID-19 Symptoms at the WDS

#### Addressing the Symptomatic Child

If a child begins developing COVID-19 symptoms while at the WDS, a member of the WDS office staff will contact the child's parent/guardian immediately. The child be removed from his/her classroom and relocated to the sick isolation room. Here, a member of the WDS office staff will remain with the child until he/she is picked up from the WDS. Depending on the circumstances, the WDS 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 the WDS 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

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

- DSHS
- THHS Child Care Licensing
- WDS families & employees
- UPUMC clergy & Church Council

With regards to the child diagnosed with COVID-19, the WDS 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, the WDS 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
- Assist with contact-tracing, any close contacts the child or employee experienced while at the WDS

### Return to the WDS

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

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

- Self-quarantine for a total of 10 days
- Return to the WDS when the following three (3) criteria are met:
  1. 24 hours have passed since resolution of fever without fever reducing medication AND
  2. Improvement in respiratory symptoms (cough, shortness of breath) AND
  3. 10 days have passed since COVID-19 symptoms first appeared OR 10 days have passed since positive test for those who are asymptomatic.

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 the WDS 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 the WDS 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.

### **5. Travel**

If your child has traveled internationally to a country requiring a 14 day self-quarantine as designated by the CDC, your child may not attend the WDS until his/her self-quarantine is complete.

At this time, there is no mandatory self-quarantine for travel within the United States. Should the federal, state or local government institute a mandatory self-quarantine, the WDS will follow any mandatory self-quarantine guidelines.

### **6. In-School Procedures**

- The WDS 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. WDS staff, and wherever possible, will maintain the CDC's recommended six feet of separation between individuals.
- The WDS will implement social/physical distance strategies to limit a classroom's ability to be in contact with multiple other classrooms. The WDS will utilize a classroom pod system. Classroom pods are defined as classrooms that share a common bathroom and/or age level.

- When your child arrives at his/her WDS 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 soap and water for at least 20 seconds. The WDS will also have hand sanitizer available in classrooms serving children 24 months and up. Children will wash hands and/or use hand sanitizer before and after playing on the playground.
- WDS staff will regularly disinfect (twice daily) high touch areas in the classroom. This includes high touch areas such as: door/cabinet handles, light switches, classroom sink handles, countertops, tabletops, chairs, cubbies, etc. The WDS will continue to follow NAEYC's guidance on daily cleaning, sanitizing and disinfecting procedures. UPUMC maintenance staff will be providing cleaning, sanitizing and disinfecting procedures each day after school.
- WDS employees will minimize contact between staff and children while in hallways.
- The following items will not be utilized at the WDS this fall: sandbox play, sand toys, sensory tables, water tables, dress-up clothes and soft toys. We will reassess the use of these items for the spring.
- Meals/snacks: The WDS will not provide school lunches or snacks. All lunches and snacks must be brought from home. A note for classrooms: any food for any celebrations, including birthdays, must be individually wrapped for each child. Families should speak to the classroom teacher before sending any food to the WDS.

## **7. Face Coverings/Masks**

Children attending the WDS are encouraged, but are not required, to wear a face covering/mask. WDS staff are required to wear a face covering/mask as they move about the building. If a WDS 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 WDS staff member is seated in the classroom and practicing at least six (6) feet of social/physical distance with children or using a barrier they can, but are not required, to remove the face covering/mask. If a WDS staff member is seated at a desk in the WDS office, they can, but are not required, to remove the face covering/mask. Adults are required to wear face coverings/masks at drop-off and pick-up.

## **8. HPISD Consideration for Closures**

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

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

**9. Protracted Closures Resulting from COVID-19**

In the event of a protracted closure as a result of COVID-19, the WDS Board will meet to discuss and consider potential alternatives and adjustments to regular WDS policies, including but not limited to the 20-21 Tuition and Refund Policy. The WDS will also consider the implementation of age appropriate educational plans.

*This policy does not otherwise modify or amend the 20-21 WDS Parent Handbook.*

**ACKNOWLEDGEMENT OF THE WEEKDAY SCHOOL AT UPUMC FAMILY COVID-19 POLICY**

This acknowledgement confirms that I received and read The Weekday School at UPUMC (WDS)'s 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 the WDS as it relates to COVID-19.

I understand the WDS 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 UPUMC), and may revise the Policy as necessary.

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

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name of Parent \_\_\_\_\_

Child Attending the WDS \_\_\_\_\_

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