

Trinity-First Day School Amendments to Handbook 2020-2021

COVID-19 Policies

In our workplace, adults in public spaces will wear cloth face coverings or non-medical grade masks, respiratory etiquette, frequent hand washing/hand sanitation and environmental cleaning and sanitizing will be widely observed. Children will continue to engage in interactive play or share toys which means that while certain precautions against the spread of COVID-19 can and will be applied, the infection control measures that can be put in place in our environment may differ somewhat from those that are suitable for other social, business and commercial settings.

Parents or guardians should monitor the health of their child and not send them to the program if they are displaying any symptom of COVID-19. Parents or guardians should seek COVID testing promptly and report results to the program given the implications for other children, families, and staff. Individuals aged 65 or older are at a higher risk of COVID-19. Parents or guardians should protect any vulnerable persons who are members of the same household or come into frequent or close contact with children who attend our program.

Because of the hidden nature of this threat, everyone should rigorously follow the practices specified in these protocols, all of which facilitate a safe and measured program. Information about COVID-19 in children is somewhat limited, but the information that is available suggests that many children have mild symptoms. However, a small percentage of children have been reported to have severe illness. Please consult with your health care provider on what is appropriate for your child.

We will stay informed and take additional actions based on common sense and wise judgment that will protect health. Our day school is mindful of federal and state employment and disability laws, workplace safety standards, and accessibility standards to address the needs of both workers and customers. Federal and state regulations regarding centers should be followed.

All TFDS staff have taken the necessary trainings grading to new health and safety training related to COVID-19. These include but are not limited to Providing High Quality Experiences during COVID-19 and Special Considerations for Infection Control during COVID-19.

Based on above CDC guidance, create plans for each early childhood facility around the following prevention measures:

- Implement social distancing strategies
- Intensify cleaning and disinfection efforts
- Modify drop-off and pick-up procedures
- Implement screening procedures upon arrival
- Operate the program in accordance with applicable state rules, including Health and Human Services Commission (HHSC) emergency rules applicable to the type of license the center holds.

Mask Requirements

All persons in our facility who are 2 yrs. and older will wear a face covering. Exceptions are while outdoors, while eating or drinking, or during physical exercise. There are many strategies that may be used to help build their comfort wearing a cloth face covering and become comfortable seeing others in face covers. Some of which are:

- Praise your child for wearing a cloth face covering correctly
- Put a cloth face covering on stuffed animals
- Draw a cloth face covering on a favorite book character
- Show images of other children wearing cloth face coverings
- Allow your child to choose their cloth face covering that meets the requirements
- Ensure they fit covering the nose and mouth completely
- Fits securely while not tugging at the ears or slipping off the nose
- Masks with side respirator are NOT permitted

Preventative Health Measures

- We have planned to ensure adequate supplies to support hand hygiene behaviors and routine cleaning of objects and surfaces.
- Require sick children and staff to stay home. (See attached CDC at home screening guide)
- Teaching Team is being vigilant for symptoms and staying in touch with administration when they start to feel sick.
- All Teaching Team members will take a monthly COVID-19 test.
- We have established procedures to ensure students and staff who come to center sick or become sick are isolated and sent home as soon as possible.
- Sick teachers will not return to work until they have met the criteria to discontinue home isolation.
- These policies and upcoming information will be shared with families through emails and WhatsApp messaging as guidance continues.
- Each classroom is equipped with a quality HEPA air filter to minimize toxins in the air.
- Every person will have indoor and outdoor rubber soled shoes changed before entering the classroom.
- The flu vaccine will be a requirement for students and teachers by October 30, 2020.
- Once you arrive at home, we recommend your child have a bath and change into clean clothes.
- Social distancing focuses on remaining out of congregate settings, avoiding mass gatherings, and maintaining distance from others when possible. Following recommendations from the CDC, we have canceled all our community events such as family picnics, field trips, playdates, programs, etc. We will work on creative opportunities to share our classrooms with families and their loved ones.

Support our efforts by:

- Ensuring your family stays protected
- Avoid social gatherings and follow the recommend CDC guidelines anywhere you frequent

We reserve the right to limit exposure by restricting access for a student whose family is not adhering to the necessary guidance.

Limited access to our program for everyone except:

- Persons with legal authority to enter including law enforcement officers
- Licensing staff
- DFPS staff
- Professionals providing services to children
- Children enrolled
- Parents ONLY when screened and necessary
- Limit the use of parent or other volunteers in your facilities to an absolute minimum.

All the above individuals must be screened before entering.

Pre-screen

Before arriving at Trinity-First, ensure your child has not been showing symptoms or been exposed using the guidance attached, CDC table. If you answer **YES** to any of the questions, follow the steps below:

If the student or teacher answers **YES** to any question in Section 1 but **NO** to any questions in Section 2, the student would be **excused from school** in accordance with existing school illness management policy (e.g., until symptom-free for 24 hours without fever reducing medications).

If the student or teacher answers **YES** to any question in Section 1 and **YES** to any question in Section 2, the student should **stay home** and be **referred for evaluation** by their healthcare provider and possible testing. Return to school after a negative test and free from symptoms without fever reducing medicine.

Students diagnosed with COVID-19 or who answer **YES** to any question in Section 1 and **YES** to any question in Section 2 **without negative test results should stay home**, isolate themselves from others, monitor their health for 14 days, and follow directions from their state or local health department.

Parent Drop-off and Pick-up

- The pick-up and drop-off of students will be completed outside of the program, unless we determine that there is a legitimate need for the parent to enter. Should the parent have a legitimate need to enter, the parent must be screened by the operation as outlined in this document.
- Before leaving home, open maps on your mobile phone, enter our address 801 N. Mesa, select "GO" and share your ETA (estimated arrival time) to 915-271-6459. We will have someone assigned to be receiving and releasing children directly with you.
- For pick-up, text your child's name along with ETA.
- A photo of every authorized person will be added to our computer system.
- Arrive using the MONTANA ST. entrance and slowly drive up near the entrance ramp area. The opposing traffic will be stopped during this time (7:30am-9am).

- For afternoon pick-up use the designated angled pick-up parking spaces in the front of the building.
- The designated teacher will take your child's temperature and ask you the screening questions each day. The child will also receive a sticker which will indicate their temperature on arrival and the approximate pick-up time for later in the day.
- Curbside drop-off and pick-up should limit direct contact between parents and staff members and adhere to social distancing recommendations.
- We will check-in each student electronically.
- We will be cleaning pens between each use.
- Once your child is released to the teacher appointed, spend a minute sharing any necessary information with the teacher through text message. Either through the number listed above or through a WhatsApp private group with all your child's teacher(s).
- If possible, older people such as grandparents should not pick up children, because they are more at risk for severe illness from COVID-19.
- Group sizes will be stable, with the same children and teachers in the same group every day. Floating staff members will float in the same rounds with the same students every day.

Illness within the Day

We will send home any staff member or child who has any of the following new or worsening signs or symptoms of possible COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Chills, repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.4 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19
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If someone is or becomes sick, they will be isolated in the "workroom" and notify parents immediately for pickup. If we do not reach parents with a phone call, messages will be sent and alternative emergency contacts will be notified, beginning with the first name on the list. Please maintain current contact information to attain a speedy response.

If COVID-19 is confirmed in a student or staff member:

We will...

- Contact local health authority to report the presence of COVID-19 in your facility who will advise us on re-opening procedures for that classroom.
- Contact our licensing representative to report the presence of COVID-19 in our facility.

- Open outside doors and windows to increase air circulation in the areas.
- Wait up to 24 hours or as long as possible before you clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.
- Close off areas used by the person who was sick.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.
- Continue routine cleaning and disinfection.

The individual who was diagnosed with COVID-19, may return to school when **all three** of the following criteria are met:

- 1) At least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications)
- 2) The individual has improvement in respiratory symptoms (e.g., cough, shortness of breath)
- 3) At least 10 days have passed since symptoms first appeared

In the case of a person who has symptoms that could be COVID-19 and does NOT get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return until the individual has completed the same three-step criteria listed above.

If the employee has symptoms that could be COVID-19 and wants to return to work before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or test.

If a Teaching Team member or parent believed 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 days after the last day they were in close contact with the individual with COVID-19.

Travel

If a Teaching Team member or child travels outside the normal school/work commute, this must be disclosed to the administration or risk immediate dismissal. This is posing an obvious unnecessary risk to the entire program. Administration will ask for justification, nature of travel, mode of transportation, and timeline. If a child or staff member travels to high-risk areas determined by the CDC, they must quarantine for the recommended 14 days after arrival with or without symptoms. Traveling to other locations NOT on the high-risk areas list will require to be quarantined and tested 4 days after arrival. The test results must be then shared using the official document through email. If persons would NOT like to be tested, they may quarantine for 10 days without symptoms listed on the screening form attached.

Social Distancing Strategies

Use preparedness strategies and consider the following social distancing strategies:

- Children will remain in the same class the majority of the day
- The same teachers will remain with the same group each day
- We have altered the day to minimize transmission through group transitions.
- Limited the mixing of classrooms through staggered playground times and keeping groups separate for special activities such as art, music, and exercising.

- Art will be in the classroom for the preschool and pre-kinder instead of traveling to the art room.
- Each child from preschool-Kindergarten will have their own box of school supplies, markers, crayons, color pencils, scissors, etc.

Nap time:

- Naptime mats (or cribs) are spaced out as much as possible, 6 feet apart.
- Children are placed head to toe and are not required to wear masks during this time.
- Mats are disinfected before and after each use.

In the classroom:

- When children are lining up, they will be spaced apart from each other using developmentally appropriate strategies.
- We will limit the use of sensory tables, instead use sensory trays for individual use. Children will wash or sanitize their hands immediately after using these play stations.
- Increase the distance between children during table work.

Enhanced Cleaning and Disinfecting Measures

- Clean and disinfecting efforts should be intensified over the pre-COVID-19 standards.
- Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children from inhaling toxic fumes.
- Facilities should develop a schedule for regular cleaning and disinfecting.
- Routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys and games.
- High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely.
- Clean objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, classroom sink handles, countertops, nap pads, toilet training potties, desks, chairs, cubbies, and playground structures. Use the cleaners typically used at your facility.
- Adjust the HVAC system to allow for more fresh air to enter the program space, if possible.
- All bathrooms should be cleaned and disinfected regularly throughout the day, at a minimum bathroom should be cleaned and disinfected three times per day.

If surfaces are dirty, they will be cleaned using a detergent or soap and water prior to disinfection.

- All cleaning materials are kept secure and out of reach of children.

Clean and Sanitize Toys

- Toys that cannot be cleaned and sanitized will not be used.
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions are set aside until they are cleaned and disinfected by hand by a person wearing gloves.

- Clean with water and detergent, rinse, sanitize with a disinfectant, rinse again, and air-dry
- Machine washable cloth toys should be used by one individual at a time or should not be used at all. These toys should be laundered before being used by another child.
- Do not share toys with other groups of infants or toddlers, unless they are washed and sanitized before being moved from one group to the other.
- Set aside toys that need to be cleaned. Place in a dish pan with soapy water or put in a separate container marked for “soiled toys.”
- Washing with soapy water is the ideal method for cleaning.
- We will have enough toys so that the toys can be rotated through cleanings.
- Children’s books and other paper materials should be rotated if used by one group in a cohort. They are not used by any other cohort or group for at least 36 hours.
- Clean and disinfect bedding: all bedding is stored separately, in labeled cubbies or bags.
- Mats are labeled for each child.
- Bedding is sent home weekly for cleaning.
- For Preschool-Kinder, provide a large old t-shirt to use as an art smock for art class. It will be sent home weekly for cleaning.

Caring for Infants and Toddlers

Diapering:

When diapering a child, wash your hands and wash the child’s hands before you begin, and wear gloves. Follow safe diaper changing procedures.

Steps include:

- Prepare (includes putting on gloves) - Clean the child - Remove trash (soiled diaper, wipes and gloves) - Replace diaper - Wash child’s hands - Clean up diapering station - Wash hands

After diapering, wash your hands (even if you were wearing gloves) and disinfect the diapering area with a sanitizing or disinfecting solution.

If the surface is dirty, it will be cleaned with detergent or soap and water prior to disinfection.

- If reusable cloth diapers are used, they should NOT be rinsed or cleaned. The soiled cloth diaper and its contents (without emptying or rinsing) should be placed in a plastic bag or into a plastic-lined, hands-free covered diaper pail to give to parents/guardians or laundry service.

Washing, Feeding, or Holding a Child

It is important to comfort crying, sad, or anxious infants and toddlers, and they will be held for comforting and play. Teachers can protect themselves by wearing long hair up off the collar in a ponytail or other updo. We recommend our teachers limiting the amount and type of jewelry that you wear so that the disease cannot be transmitted that way. Teachers and students will require multiple changes of clothing available. This will ensure any secretions on a child’s clothes or bib or a caregiver’s clothes will mean that the clothes or bib must be changed. Any contaminated piece of clothing or bibs must be placed in a sealed plastic bag to be sent home with the child or teacher.

- Teachers will wash their hands, neck, and anywhere touched by a child’s secretions.
- Teachers will change the child’s clothes if secretions are on the child’s clothes.

- The child's hands and the teacher's hands must be washed after changing clothes
- ALL students are NOT allowed to wear another child's clothing, so ensure your child has several changes every day.

Teachers will wash their hands before and after handling infant bottles prepared at home or prepared in the facility.

Bottles, bottle caps, and nipples used for bottle-feeding are sent home for cleaning after use.

Handwashing

All children, staff, and volunteers should engage in hand hygiene at the following times:

- Arrival to the facility and after breaks
- Before and after preparing food or drinks
- Before and after eating or handling food, or feeding children
- Before and after administering medication or medical ointment
- Before and after diapering
- After using the toilet or helping a child use the bathroom
- After encountering bodily fluid
- After handling animals or cleaning up animal waste
- After playing outdoors or in sand
- After handling garbage

Wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.

We will:

- Supervise children when they use hand sanitizer to prevent ingestion.
- Assist children with handwashing, including infants who cannot wash hands alone.
- After assisting children with handwashing, staff should also wash their hands.
- Place posters describing handwashing steps near sinks.

Food preparation:

- Each child will provide their own individual meals and snacks
- There is NO sharing of food between anyone in the classroom
- Food is stored in each child's lunch box using an ice pack or placed in the classroom refrigerator
- Drinks are stored in their cubbies for the day
- Meals will be served in the classroom
- Teachers ensure children wash hands **prior** to and immediately **after** eating
- Teachers wash their hands **before** preparing food and **after** helping children eat

Emotions

Understandably, during this time of heightened stress for families, children have been experiencing anxiety as well. We will take active steps to allow for a safe space for open communications and where all feelings are validated. It is critical for children to be able to

express their feelings through positive methods. Our goal is to help them share their angst verbally. Anticipate behavior changes in your child. Watch for changes like excessive crying or irritation, excessive worry or sadness, unhealthy eating or sleeping habits, difficulty concentrating, which may be signs of your child struggling with stress. Please communicate with your child's teacher(s) if you see any of these signs at home. By working together, we can support your child at school as you do at home.

You can be a role model for your child by practicing self-care:

- Take breaks
 - Get plenty of sleep
 - Exercise
 - Eat well
 - Stay socially connected

These protocols and policies are amendments to our Family Handbook 2020-2021 (9/1/2020). Please sign and date page 38 of our Family Handbook and return it to the school via email or on the first day of school. Thank you!

In His service,

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