

TRINITY PRIVATE PRESCHOOL

POLICIES AND PROCEDURES PREPAREDNESS PLAN DUE TO COVID-19

APPROVED JULY 24, 2020

Licensed child care centers, which includes Trinity Private Preschool, are required to comply with the Governor's Executive Order(s), Center for Disease Control (CDC), Texas Health and Human Services Commission (HHSC), and Child Care Regulation (CCR) for infection control measures to protect the children and staff from COVID-19. "COVID-19 is spread from person to person contact that is close enough to share droplets generated by coughing, sneezing, speaking, and even just breathing. COVID-19 can also be spread by touching objects where contaminated droplets have landed. Because of this easy manner of transmission, an infant, child or young person who is infected with COVID-19 can spread the infection to others they come in close contact with, such as member of their household, teachers, or other caregivers. We have learned that infected persons with mild or even no symptoms can spread COVID-19." (from Governor's Strike Force to open Texas – Child Care Centers Minimum Standard Health Protocols to be further identified as MSHP)

Trinity Private Preschool will implement the following statements, policies, and procedures based on the MSHP:

Note: The use of the term parent covers parent, guardian, or caregiver of child away from preschool. The use of the term staff covers director, teachers, and office staff.

1. Trinity Private Preschool cannot guarantee a 100% COVID-19-free environment.
2. **SIGNS OF ILLNESS** :: Parents of children in attendance and staff must be vigilant for symptoms of illness and not come to the preschool with 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 measured temperature greater than 100.0°F
- known close contact with a person who is lab confirmed to have COVID-19

3. **HIGHER RISK** :: It is recommended that individuals at higher risk for severe illness from COVID-19 consult with medical provider to assess their risk and determine if they should not be at the preschool. This includes, but may not be limited to, staff age 65 or older and/or individuals with serious underlying health conditions.

4. **TRAINING** :: Staff will be trained in COVID-19 safety protocols and are required to take two health and safety training courses through Texas A&M AgriLife extension before the start of in-person instruction. Courses:

- Providing High Quality Experiences during COVID-19 for Emergency Child Care Settings
- Special Considerations for Infection Control during COVID-19

5. **MASKS** :: Anyone age 10 or older at Trinity Private Preschool, inside and outside, must wear a mask (covering the mouth and nose) wherever it is not feasible to maintain six feet of social distancing from another individual not in the same household. Face shields alone are not acceptable, but may be used in conjunction with a mask as described above. Masks may be removed when eating or drinking. Exemptions are for those with a medical condition or disability that prevents them from wearing a mask. Children, age two or older, can be sent to the preschool with a mask as well, but it is not required. If a parent chooses to send a child to the preschool with a mask, staff will do their best to encourage the child to wear it correctly, but cannot be held responsible for its non-use and will not use disciplinary measures to make the child wear it.

6. **CLEANING AND DISINFECTING** :: Disinfectants that are EPA-registered for COVID-19 will be used for cleaning in classrooms and common areas.

- Classrooms will be cleaned and disinfected throughout the day. If surfaces are dirty, they will be cleaned using soap and water prior to disinfection. Things such as door handles, tables, chairs, counters, diaper changing areas, sink handles, rest mats, toys, and light switches will be cleaned and disinfected throughout the day. Floors will be cleaned and disinfected at the end of the day or prior to if necessary. Toys that cannot be cleaned and disinfected will not be used. Toys that children place in their mouth or become contaminated by body secretions will be set aside in a soap and water container to be cleaned and disinfected later in the day.
- Restrooms will be cleaned and disinfected at the beginning of the day, at least two times during the day, end of the day, and other times after significant use. Common touch points in foyers, and hallways will be cleaned and disinfected at same times.
- Gym, playground (metal and plastic), and theater touch points will be disinfected after each class use.

7. **STAFF HEALTH SCREENING** :: Staff will do a self-screening, as is permitted, before entering the preschool each day. This will consist of the following:

- Taking his/her own temperature. Temperature must be below 100.0° F **WITHOUT** the use of fever reducing medication. **If temperature is 100.0° F or above, staff will not enter the preschool.**
- Assessing self for things such as flushed cheeks, rapid breathing or difficulty breathing, fatigue, and not experiencing coughing or shortness of breath. **If there is any doubt over wellness, staff will not enter the preschool unless accompanied by a health care professionals' note saying he/she is well and can be at work.**
- The staff member must be able to answer NO to the following questions:
 - Are you experiencing any new or worsening signs and symptoms of possible COVID-19? (see list from #2 of this document)
 - Have you been in direct contact within the last 14 days with someone who is lab-confirmed to have COVID-19?
 - Have you travelled internationally within the last 14 days?

If YES can be answered to any of these questions, staff will not be at the preschool.

- Protocol for being readmitted is in #18-21 of this document.

8. **DROP-OFF PROCEDURES** :: According to the MSHP, drop-off and pick-up must occur outside of the preschool unless there is a legitimate need for the parent to enter. The purpose is to reduce as much direct contact between teachers and parents to decrease the transmission of illness. Admittance to the preschool will begin at 8:55 a.m.

All children and parents who will be entering the preschool will be given a health screening by a staff member outside of the building who has washed his/her hands and has on a mask, face shield, and disposable gloves which consists of the following:

- Temperature taken with a non-contact thermometer which will be wiped with an alcohol pad after each use. Temperature must be below 100.0°F **WITHOUT** the use of fever reducing medication. **If temperature is 100.0° F or above, child will not be admitted.**
- Visual inspection looking for things such as flushed cheeks, rapid breathing or difficulty breathing, fatigue, or extreme fussiness, and confirm that the child is not experiencing coughing or shortness of breath. **We will be hyper-vigilant during this time, so if the staff member is in any doubt over child's wellness, he/she will not be admitted unless accompanied by a health care professionals' note saying child is well and can participate.**
- Parent will be asked the following questions:
 - Is your child (or you if entering) experiencing any new or worsening signs and symptoms of possible COVID-19? (see list from #2 of this document)

- Has your child (or you if entering) been in direct contact within the last 14 days with someone who is lab-confirmed to have COVID-19?
- Has your child (or you if entering) travelled internationally within the last 14 days?

If YES can be answered to any of these questions, please do not come to the preschool.

- Protocol for being readmitted to the preschool is in #18-21 of this document.
- At the time of the screening, any person age 10 or older must be wearing a mask. This mask will also be worn the entire time while inside the preschool.
- Cubs, Owls, and Lions (18 months and twos classes) children, parents, along with siblings from other classes, will form a line outside of the main west side entrance maintaining six feet of space between families. There will be a table set up by the door where the first parent in line should stop. A staff member will meet them outside the door.
 - Cubs (18 month old class) children and one parent will enter after both child and parent have been screened. The parent (and any child age two or older) must sanitize hands immediately with the preschool provided hand sanitizer that is at least 60% alcohol. The parent and child will go to the door of the Cubs classroom. If another parent is checking in at the same time, a distance of at least six feet should be maintained until the other parent has departed the area. The parent will place the child's belongings on the half-door platform. The teacher will get the items and put them in the appropriate place. The child will be welcomed into the room and then have his/her hands washed with soap and water by the teacher.
 - Note: If parent has a child in an older class, he/she will be screened at the same time. The staff member will call for that child's teacher to come retrieve that child. The parent will wait in the main foyer with the Cubs child and older child until that teacher gets the older child, then parent will proceed to the Cubs classroom door.
 - Owls and Lions (twos classes) children will be screened. The parent will place any belongings the child is unable to carry on the ground at the threshold of the front door, return to end of the table, and communicate to the staff member anything of importance that the classroom teachers need to know. The child will be greeted by his/her teacher at the front door and must sanitize hands immediately with the preschool provided hand sanitizer that is at least 60% alcohol. The teacher will take the child and his/her belongings to the classroom.
 - Note: If the parent has a child in an older class, he/she will be screened at the same time. The staff member will call for that child's teacher to come retrieve that child following same procedures.

- Note: If the child is inconsolable and the parent finds it necessary to enter the building with the child, one parent will be allowed to enter with the child after both child and parent have been screened. The parent and child must sanitize hands immediately with the preschool provided hand sanitizer that is at least 60% alcohol. The parent and child will go to the door of the Owls or Lions classroom. If another parent is checking in at the same time, a distance of at least six feet should be maintained until the other parent has departed the area (wait in the foyer, not in the hallway to the classrooms since it is narrow). The parent will place the child's belongings on the floor by the door. The teacher will get the items and place them in the appropriate place. The child will then be welcomed into the room.
- Koalas, Monkeys, Bees, and Pups (threes and preK classes) will form a line outside of the north side entrance maintaining six feet of space between families. There will be a table set up by the door where the first parent in line should stop. A staff member will meet them outside the door.
 - Children will be screened. The parent will place any belongings the child is unable to carry on the ground at the threshold of the front door, return to end of the table, and communicate to the staff member anything of importance that the classroom teachers need to know. The child will be greeted by his/her teacher at the door and must sanitize hands immediately with the preschool provided hand sanitizer that is at least 60% alcohol. The teacher will take the child and his/her belongings to the classroom.
 - Note: If child is inconsolable and parent finds it necessary to enter the building with the child, one parent will be allowed to enter with the child after both child and parent have been screened. The parent and child must sanitize hands immediately with the preschool provided hand sanitizer that is at least 60% alcohol. The parent and child will go to the door of the classroom. If another parent is checking in at the same time, a distance of at least six feet should be maintained until the other parent has departed from the area (wait in the main hallway, not in the hallway to the classrooms since it is narrow). The parent will place the child's belongings on the floor by the door. The teacher will get the items and place them in the appropriate place. The child will then be welcomed into the room.

9. LATE DROP-OFF PROCEDURES :: We ask that late drop-offs after 9:20 a.m. be avoided if at all possible. If a parents find it necessary to bring the child in after regular drop-off has occurred, the doorbell should be used at the main west side entrance and the parent will wait for a staff member to meet them at the door to go through the screening process as detailed above. Ages 10 and older must wear a mask at the door.

10. OTHER PROCEDURES DURING DROP-OFF

- If someone other than a parent will be picking up the child that day, notify the staff member at check-in your child's full name, class, and full name of person that will be picking up him/her. If a change in pick-up person occurs later in the day, email Rachel at rachelp@trinitysouthlake.org or call the office at 817-442-8983. Do not assume we know unless you get a confirmation.
- If there is medicine that needs to be given to a child and it is brought with him/her that morning for drop-off, the parent will need to wait until regular drop-off is finished for Rachel to have the parent fill out the proper documentation. If at all possible, it is better to pre-plan this and bring it during the day not at drop-off or pick-up time.

11. PICK-UP PROCEDURES :: Again, according to the MSHP, drop-off and pick-up should occur outside of the preschool unless there is a legitimate need for the parent to enter. The purpose is to reduce as much direct contact between teachers and parents to decrease the transmission of illness. Dismissal from the preschool will begin at 1:55 p.m. We will dismiss as follows:

- All children will be picked up at an exterior door (see below for specifics to class). The dismissing staff member will have a list of both parent's names, anyone else on the child's authorized pick-up list from the enrollment form, and anyone added by the parent for that day. From the person picking up, the name will be asked, relation to child, and ID checked until the dismissing staff member is familiar with you. If the person picking up the child is not the mom or dad, a person on the authorized list, or someone that the parent has notified the preschool that will be picking up the child, the child will not be released. If this occurs, all matters will be handled after regular pick-up in order to keep the pick-up line moving. Parent should instruct anyone picking up child to bring ID with him/her to door to avoid having to go back to car.
- Cubs, Owls, and Lions classes will take all the children and their belongings to the main foyer beginning at 1:50 p.m. and have them sit in separately spaced areas. Siblings from older classes will be brought to the main foyer and be separately spaced. Parents will form a line outside of the main west side entrance maintaining six feet of space between other parents. Once the parent gets their turn at the door, a mask must be worn. At 1:55 p.m., a staff member will open the door and begin check-out procedures as noted above. If necessary, the teacher will assist the child with his/her belongings to the door,

and place the belongings outside on the ground by the threshold of the door where the parent can retrieve them.

- Koalas, Monkeys, Bees, and Pups classes will take all the children and their belongings to the main hallway beginning at 1:50 p.m. and have them sit in separately spaced areas. Parents will form a line outside of the north side entrance maintaining six feet of space between other parents. Once the parent gets their turn at the door, a mask must be worn. At 1:55 p.m., a staff member will open the door and begin check-out procedures as noted above. If necessary, the teacher will assist the child with his/her belongings to the door, and place the belongings outside on the ground by the threshold of the door where the parent can retrieve them.

12. EARLY PICK-UP PROCEDURES :: We ask that early pick-ups before 1:50 p.m. be avoided if at all possible. If the parent plans on picking up at the same time every day before nap time, this should be communicated to us. This will give teachers the ability to pre-plan for that child's dismissal to be ready. For whatever reason, if a parent finds it necessary to pick-up a child before 1:50 p.m., the doorbell at the main west side entrance should be used and the parent will wait for a staff member to meet them at the door. Authorization for pick up will be checked as noted above, then the child's teacher will be notified to bring the child and his/her belongings to the door. Children will not be brought to the door until the parent is at the preschool. Ages 10 and older must wear a mask at the door.

13. LATE PICK-UP PROCEDURES :: If parent arrives at the preschool after regular pick-up has ended, the doorbell at the main west side entrance should be used and the parent will wait for a staff member to meet them at the door. Authorization for pick up will be checked as noted above, then the child will be released. Ages 10 and older must wear a mask at the door. As with regular policies, the second time a late pick-up occurs, the \$30 late fee will be charged payable before the child is brought back to the preschool.

14. HEALTHY HAND HYGIENE :: All staff and children will engage in healthy hand hygiene by washing with soap and water for at least 20 seconds or through the use of hand sanitizer (age two and older) with at least 60% alcohol if hands are not visibly dirty and soap and water are not readily available. Hands will be washed at the following times:

- Arrival to the preschool
- Before and after preparing food or drinks
- Before and after eating or handling food
- Before and after administering medication or ointment
- Before and after diapering
- After using the toilet or helping a child to use the toilet
- After coming into contact with bodily fluid

- Before and after playing on playground and gym
- After playing outside
- After handling garbage

15. **SOCIAL DISTANCING STRATEGIES** :: The MSHP recommend that children be kept with the same group of children each day with the same teachers, avoiding group activities with other classes, and staggering times when using different spaces other than the classroom. Until such protocol is lessened or lifted, we will be using the following measures:

- Playground time will be schedule with only one class at a time. Staff and children's hands will be washed or sanitized before playing, and washed after playing. All community-use handheld toys will be removed (e.g. shovels, buckets, toys for kitchen set) and each class will bring their own if desired. Those toys will be kept outside in separate containers and disinfected after the day's use. A teacher will disinfect the metal and plastic touchpoints after a class leaves before the next class arrives.
- Gym time will be scheduled with one class at a time. We will divide the gym into two sections with a partition down the middle so all classes get a time in the gym each day and for use on inclement weather days when the playground is not usable. Staff and children's hands will be washed or sanitized before playing, and washed after playing. All community-use handheld toys will be removed (e.g. balls and big blocks) and each class will bring their own if desired and taken back to classroom for disinfection. Ride-on toys and basketball hoops will remain and will be disinfected after a class leaves before the next class arrives.
- Special classes for the threes and preK (Yoga, Spanish, Music, and Science Lab) will not be offered. All of these classes involve the mixing of classes in different spaces taught by one of our own teachers (except Yoga which is an outside contractor). Given the time constraints of our schedule and the teacher's own regular class, we are unable to deliver the instruction as usual. Lessons and activities in these areas may be delivered in the individual classrooms at teacher discretion.
- Chapel for the whole school will not be offered. This involves the mixing of all the classes in a different space taught by the director. Given the time constraints of our schedule, we are unable to deliver the instruction as usual. Chapel lessons including Bible songs, prayer, and Bible stories will be incorporated during the week in each classroom.
- The Theater will be open for classes to use on a scheduled basis so that only one class is in there at a time with time in between for disinfection.
- Activities outside will be encouraged, weather permitting, distanced from other classes.
- All after school programs (Dance Dreams, TOT, and Soccer Shots) will not be offered. Outside contractors are disallowed by current standards at the present

time. All of these programs involved the mixing of children from multiple classes in a different space with outside contractors.

- Preschool-wide party days with parent volunteers and programs will not be currently offered. Protocol will be consistently reviewed for changes.
- Restroom use by staff and children in different classes is unavoidable. As noted in #6 from this document, they will be cleaned and disinfected multiple times throughout the day, as well as being disinfected after a whole class has used them (for e.g. after playground or gym time).
- Water fountains will not be used.

16. PROTECTION MEASURES WITHIN CLASSROOMS :: To keep staff and children as protected as possible within the classrooms, we will be using the following measures:

- Children should not bring any toys to preschool. We know some children need a stuffed animal for nap time which we will allow for nap time use. The MSHP discourages “show-and-tell” for this same reason, so teachers will not be incorporating that into their lessons.
- The large nap mat rolls, bigger blankets, and pillows will NOT be allowed. The preschool provides a washable foam rest mat. If a parent wishes to provide a cover for the mat, a standard crib sheet is allowed. If a cover for the child is desired, a thin blanket no more than the size of a standard crib sheet is allowed. These items should be in a bag that have to completely fit within our small cubbies. They will be sent home at the end of each week for parent to launder, regardless of number of days enrolled per week.
- Each child needs to have at least TWO changes of clothes including at least one pair of additional shoes (top, bottom, underwear if applicable, socks, shoes). We are required to immediately change and bag the clothes of a child that becomes contaminated with any bodily secretion. We can only use a child’s own change of clothes on him/her. Parents should provide two gallon size storage bags with child’s name labeled on it, each with a full change of clothes with shoes in at least one of them or a separate labeled storage bag. All of these should then be put into a grocery bag to be left at school. Teachers will take responsibility for storage of them and labeling of the outside bag with the child’s name. When the weather changes, teachers will send home the bag for parents to replace with weather appropriate clothes. Note: As has always been a rule from CCR, teachers are not allowed to clean secretions from clothes or underwear for infection control purposes. They must bag the clothes as is to send home. If you do not want clothes or underwear back that have feces (or other secretions you deem unwanted) on them, this is something you can communicate to the teacher who can then properly dispose of them in the preschool dumpster should that happen.
- Staff will also be required to change and bag clothing if any secretions get on him/her.

- Cloth toys or other cloth items in the classroom will not be used. Toys that can be easily disinfected will be utilized.
- Water and sensory table use will be limited, if used at all. If used, children will wash or sanitize their hands before and after play.
- Rugs will not be utilized unless efficient cleaning and disinfecting methods can be utilized.
- Rest mats will be separated as much as possible in the classroom. Children will be placed head to toe.
- If you want to provide a birthday food treat for your child's class, it must be commercially individually packaged for each child in the class.
- Further guidelines will be given later for party days that will happen within the classrooms for any food that comes from homes.

17. ILLNESS WHILE AT PRESCHOOL :: We will be hyper-vigilant in monitoring children and staff for the symptoms as listed in #2 of this document as well as other signs of illness already in our policies. If a staff member is in doubt of a child's wellness, the child will be assessed by the director and separated from the rest of the class if warranted in an area away from other children. The parent will be called and expected to get to the preschool in 30 minutes or less to pick up the child. If a staff member becomes ill, they will be sent home.

To return to preschool:

- For all symptoms of illnesses not associated with COVID-19, regular policies will be upheld.
- For symptoms of possible COVID-19, individual must go 72 hours without fever **WITHOUT** fever-reducing medication, respiratory symptoms have improved (e.g. cough, shortness of breath), and at least 10 days have passed since symptoms first appeared.
- If individual with symptoms that could be COVID-19 wants to return before completing the self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on alternative diagnosis.

18. COVID-19 SYMPTOMS :: If a child or staff member has symptoms that are possible COVID-19, but has not been tested for COVID-19:

- Individual must go 72 hours without fever **WITHOUT** fever-reducing medication, respiratory symptoms have improved (e.g. cough, shortness of breath), and at least 10 days have passed since symptoms first appeared.
- If individual with symptoms that could be COVID-19 wants to return before completing the self-isolation period, the individual must obtain a medical professional's note clearing the individual for return.

19. **COVID-19 DIAGNOSIS OF CHILD OR STAFF** :: If a child or staff member is diagnosed with COVID-19, the parent or staff member should notify the preschool immediately. As with all communicable diseases deemed reportable, we must report this to the Texas Department of State Health Services, Child Care Regulation, and notify parents within 48 hours.

The preschool will:

- Make all proper notifications.
- Close the preschool for at least one day to get guidance from federal, state, and/or local authorities. The current literature says to expect the preschool or areas sick person used to stay closed for an additional two to five days.
- Open outside doors to increase air circulation.
- Wait up to 24 hours to allow respiratory droplets to settle before cleaning and disinfecting.
- Clean and disinfect all areas used by sick person.

To return to preschool:

- Individual must go 72 hours without fever **WITHOUT** fever-reducing medication.
- Respiratory symptoms have improved (e.g. cough, shortness of breath).
- At least 10 days have passed since symptoms first appeared.

20. **DIRECT CONTACT WITH SOMEONE WITH COVID-19** :: If a staff member or child has been in direct contact with someone diagnosed with COVID-19 within the past 14 days, he/she may not return to the preschool until a 14 day self-quarantine period from the last date of exposure has lapsed in order to monitor for symptoms.

21. **INTERNATIONAL TRAVEL** :: If a staff member or child has travelled internationally within the past 14 days, he/she may not return to the preschool until a 14 day self-quarantine period from the last date of travel has lapsed in order to monitor symptoms.

22. **TUITION COLLECTION** :: The preschool plans to remain open unless closed by federal, state, or local authorities. We will not adhere to Carroll ISD closings.

- In the event of a prolonged closure, the preschool will retain the current month's tuition and cancel any further tuition collection until the preschool is allowed to reopen.
- If a parent opts not to send his/her child at any point within the school year, as is with regular policy, tuition must continue to be paid to guarantee child a space if planning on returning.
- As with regular policy, if a parent decides to withdrawal his/her child, two week's tuition is still due.

FOR TEACHERS ONLY (This is for anything in addition to document above.)

1. WAGES AND WORK EXPECTATIONS ::

- In the event of a short term closure (e.g. preschool must close three days for cleaning after a COVID-19 diagnosis), pay will continue in full for that teacher's regularly scheduled work days. Teachers, other than ones from classroom affected with a positive case of COVID-19, will be expected to report to the preschool to aid in the cleaning and disinfecting of personal classrooms (and common area if needed) if it's a regularly scheduled work day for him/her.
- In the event of a prolonged closure mandated from local, state, or federal authorities, pay will continue in full for the current pay period in which the closure began and for one additional pay period. If federal funding or donations allow for additional pay, the preschool will make every effort to continue paying teachers. While being paid, at a minimum, once a week virtual contact with families of children in the teacher's class is required to keep socially connected. To be determined: If possible, preK teachers may find a way to deliver social and academic instruction to children for parents who choose to pay a reduced tuition.
- In the event that a teacher and the children in his/her classroom have to be quarantined for 14 days due to a positive COVID-19 case within the classroom, pay will continue in full for that teacher's regularly scheduled work days. Teacher would not be permitted at the preschool for cleaning duties. If health allows, teacher should make virtual contact with families of children in the class, at minimum, once per week.

2. ADDED DUTIES :: In addition to the regular cleaning and disinfecting that teachers perform in the classroom, they will be expected to take daily responsibility for the following areas:

- After playground use
- After gym use
- After theater use
- Floors in classrooms
- Hallway restrooms after whole class use
- Restrooms between classrooms after each child use (as feasible)

3. ATTENDANCE :: Teachers will be responsible for sign-in and sign-out of children in class binder.

4. PPE REIMBURSEMENT :: Teachers will be able to submit reimbursement up to \$5 per day worked in a week for purchase of masks per semester. An additional reimbursement of up to \$5 may be submitted for the purchase of a face shield per semester.