

Parent Handbook Addendum

Policies and Procedures COVID-19 Update

The following policies and procedures for Westlake United Methodist Preschool were established for school operations during the COVID-19 pandemic. They will be effective until further notice. These policies and procedures take precedence over those in our Parent Handbook, which reflect normal school operations when there is not a pandemic in the community.

Due to the COVID-19 pandemic we are required to change some of our policies and procedures in order to keep children and staff healthy, and to prevent the spread of the disease. The following policies and procedures rely on recommended guidance from the Child Care Licensing Division of the Texas Health and Human Services Department, the Centers for Disease Control, and the Austin/Travis County Health Department. The guidelines from these agencies continue to evolve, and we may adopt new measures if necessary, in order to comply with new guidance and to ensure everyone's safety.

The health and safety of your children, your families, and our staff is our top priority. Our endeavor is to do as much as we can to prevent the spread of any infectious diseases within our program. Please read through these policies and procedures carefully.

We will continue to monitor cases of COVID-19 in our area. While the number of children infected is relatively low, we want to keep it that way by limiting the risk of exposure to everyone within the center. While we are not requiring children to wear face coverings, they may do so if that is the preference of their parents. All staff will be wearing facial coverings throughout the day.

No in-person program tours will be given during center hours until further notice.

Health Screenings

Everyone must be screened every day before entering the facility. This includes staff, children, parents who must enter the building, and persons with legal authority to do so. Temperature checks will be performed by staff each day before dropping off your child. A child or staff must not have a temperature above 99.9 degrees Fahrenheit.

Staff will also check if any of these signs or symptoms are seen at drop-off:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Headache or body aches
- Fatigue
- Sore throat
- Loss of taste or smell
- Diarrhea

Nausea or vomiting

Congestion or runny nose

Known contact with anyone who has tested positive, or is awaiting test results

Staff and Children will not be allowed entry if fever and/or any of the above symptoms are seen.

We realize that some of the symptoms of COVID-19 are similar to cold and allergy symptoms. In order to practice an abundance of caution we will ask children to stay home if they are exhibiting two or more of the milder symptoms. Children must stay home if within the last 24 hours they have had a fever, vomiting, or diarrhea.

We will limit access to our facility during school hours to staff, enrolled children, individuals performing emergency repairs, and other persons with legal authority to enter, such as law enforcement officers and Child Care Regulation staff. Parents with children present at the preschool may enter, but only with approval from the Director of the Assistant Director.

Sick Children

Based on a health assessment, WUMP will decide if and when a child needs to be sent home. We will isolate that child in a safe and caring environment until he/she is picked up. Parents should pick up a sick child as quickly as possible, but within no more than 30 minutes of being notified. If your work makes this impossible, please make sure to have another designated person who can pick up your child.

Drop-off and Pick-up Procedures

Based on CDC guidelines we will have to limit accessibility to our school. Drop-off and Pick-up procedures have changed to the following:

1. Parents may drop off their children from 8:45 to 9:15AM
2. Only one parent of children in the Infants class will be allowed to enter the building with their child. Parents with children of other ages must drop-off outside of the building.
3. Parents of children in the Twos, Threes and Pre-k classes will meet WUMP staff at their appointed door
4. Each child's temperature will be taken with a no-touch, infrared thermometer before entry. Staff will then escort children to their classrooms.
5. Parents will sign a waiver verifying that their child and members of their family are healthy and have not been exposed to COVID-19. WUMP staff will verify this information daily.
6. Parents must wear face coverings to drop off children.
7. Parents must practice social distancing while at our facility.
8. Hand sanitizer/hand washing will be performed immediately upon entering the classrooms.

9. Parents will be able to pick up their child between 12:30 and 1:00. After 1:00 the teachers must begin sanitizing procedures, so children picked up after 1:00 will start accruing late fees at the rate of \$1 per minute.
10. Parents will pick up their child at the same entrance/exit where they dropped off their child.

Drop-off and Pick-up procedures are subject to change in order for convenience or to meet safety regulations.

Meals and Snacks:

All surfaces will be disinfected before any snacks or meals are prepped or served.

All staff and children will wash hands before and immediately after snack or meals.

Each child's meal will be served individually. Sharing will be discouraged and prevented as much as possible.

This year, instead of a communal snack, we are asking parents to pack an individual snack, in addition to lunch, for your child each day. Please pack your child's LUNCH AND SNACK in individually LABELED containers or zip-lock baggies within their lunchbox. The lunchbox must be labeled with your child's name. Disposable lunch sacks are acceptable. Please also bring a water bottle for your child, with your child's name on it.

Social Distancing Guidelines

Staff will wear masks during the school day. Masks are optional for children.

Classrooms will include the same stable group of children each day. Classes will not combine.

Classrooms will maintain the same teachers each day, unless illness or absence prevents it.

We will postpone any large events until further notice.

Playground times will be staggered and time decreased, so only one class at a time will use the playground.

Communal water and sensory tables will not be used.

Time standing in lines will be minimized. Whenever possible, staff, children, and parents must stay at least 6 feet apart from one another.

Additional Cleaning and Sanitizing of the Facility

We will be cleaning and disinfecting rooms and surfaces with products approved by the EPA that are effective against COVID-19.

Routine cleaning will be intensified during the day. Staff will disinfect faucets, bathrooms, door knobs, cabinet handles, surfaces, light switches, trash cans, and toys.

Machine washable toys will not be used during this time.

Sharing of toys will be limited as much as possible.

Toys that cannot be cleaned and disinfected will not be used.

Children's clothes will be changed if secretions are on their clothing. We ask families to bring at least 3 changes of clothing to ensure that the children are wearing clean clothes at all times.

Supervision of children during hand-washing will be conducted by our staff.

School Events

In order to avoid gatherings greater than 10 people, we will conduct meetings virtually whenever possible. Parent Orientation will be virtual. We will not have a Visiting Day, when all of the families gather together, but will schedule individual classroom visits before school starts.

Parent/teacher meetings may occur virtually, or with 1:1 with physical distancing and the use of masks.

Procedures in the Case of a COVID-19 Exposure

If COVID-19 is confirmed in a child or staff member, the school will:

Contact the local health department to report the presence of COVID-19 in our facility. The local health authority will advise us on any procedures to take. Not every situation is the same.

Contact Child Care Licensing to report the presence of COVID-19 in our facility.

Contact our families and notify them of the circumstances surrounding the positive case and how it is being handled, while maintaining patient confidentiality. *We cannot release the name of the person who has the virus to you, so please do not ask any WUMP staff members for this information.*

Clean and disinfect all areas used by the person who is sick, such as classrooms, offices, bathrooms, and common areas.

If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary (according to the CDC).

Continue routine cleaning and disinfection.

If the health department notifies us that we must close a classroom or classrooms temporarily, we will notify the affected parents by Mozeo app, and will email the information to other WUMP families.

The health department will help us determine when an infected or exposed individual may come back to WUMP. Otherwise we will follow these guidelines from the CDC:

In the case of a staff member who was diagnosed with COVID-19, the individual may return to work when all three of the following criteria are met:

- at least 3 days (72 hours) have passed since recovery,
- And the individual has improvement in respiratory symptoms,
- And at least 10 days have passed since symptoms first appeared.
- A doctor's note indicating return to work is permissible.

In the case of a staff member who was diagnosed with COVID-19, the individual may return to work before the self-isolation period IF they obtain a medical professional's note clearing the individual for return based on the results of a false positive test.

In the case of children or staff who have been in contact with a person who has a confirmed case, a 14-day self-quarantine period from the last date of exposure is required.

If a staff or parent believes that they or the child has had close contact with someone with a confirmed case of 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 suspected with COVID-19.