



**St. George's Episcopal School's
5 Point Plan
Operations under COVID-19
2020-2021 School Year**

(these procedures are in addition to the school's normal practices found in the family handbook)

The Health and Human Services Commission and the CDC have worked hard to put together a plan for child care centers to safely operate with minimum risk. The school is committed to follow the plan and comply with the infection control measures that have been put into place by the school's governing agencies. When the city or state sends out recommendations or updates executive orders, the school is considered a daycare center, not a private school. This distinction will allow for St. George's to continue to operate, even if conditions require government officials to close down all non-essential businesses. St. George's is considered essential and will remain open for essential employees.

The 5 Point Plan also requires your help. The school will need parents to monitor the health of their child and not send them to the program if they are sick or displaying any symptoms of COVID-19, or if parents have had close contact with a person with COVID-19, or displaying respiratory symptoms, or any travel within the last 14 days to areas with ongoing community transmission. For updated information on affected areas visit;
<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

As a non-profit, 100% tuition driven school, St. George's must adhere to the financial policy stated on the school's enrollment form and continue to collect tuition, even if a brief closure happens due to a COVID-19 related incident or your child is absent due to a COVID-19 related incident. The tuition is the school's only means to support the staff and operations of the school. If an extended closure were to happen, you would have the choice to immediately withdraw and avoid further costs, however no refund of your May deposit can be given. The St. George's teachers will immediately move into a virtual classroom experience during any COVID-19 related closures.

The school realizes that some in the school population are more vulnerable to infection than others, and the school recommends that those who are at higher risk not pick up or drop off children during this time. The school is also sensitive to the fact that some staff may be dealing with special COVID-19 vulnerabilities, and the school will be working with them on a case by case basis. Finally, the school recognizes that health guidance cannot anticipate every unique situation, therefore the school will continue to closely monitor the school's practices, and if changes are needed, you will be promptly informed.

The school's 5 point plan and the checklist below are active and will continue until the Health and Human Services Commission or other governing agency reduces or increases the guidelines. If the guidelines are changed in any manner, parents and staff will be notified.

1. Preventing the Spread of COVID-19

1. All staff will be trained through the Texas A&M Agrilife extension on the following:
 - a. Providing High Quality Experiences during COVID-19
 - b. Special Considerations for Infection Control during COVID-19
2. The school will require sick children and staff to stay home. Staff will be provided additional sick time, if they have a confirmed case of COVID-19, until a vaccine is available.
3. The school will have an isolation room if a child becomes ill at school.
4. The school will require immediate pick up by a parent (within 20 minutes).
5. The school will follow CDC guidelines on how to disinfect areas where a sick child or staff has had access.
6. If there has been **Close Contact** to children, staff, or a person living with the enrolled child or staff member by a person with a confirmed case of COVID-19:
Definition of Close Contact: any individual who was within 6 ft. of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated.
 - a. Seek testing immediately.
 - i. Self-isolate during time awaiting the results of the test. Provide a copy of the test results to the school (for staff and students).
 - ii. If a positive case happens for any above mentioned person refer to **#7.f** below in this section.
 - b. An employee or enrolled child with known close contact to a person who is lab-confirmed to have COVID-19 may not return to the school until the end of the 14 day self-quarantine period from the last date of exposure.
 - c. If a staff member, child, or person living with the enrolled child or staff member believes they have had close contact to someone with COVID-19, but are not currently sick, they should monitor their health for COVID-19 symptoms during the 14 days after the last day they were in close contact with the individual with COVID-19.
 - d. In all cases, the school will contact the families and notify them of the circumstances surrounding the case of close contact and how it is being handled.
7. If COVID-19 is **CONFIRMED** in a child or staff member the school will:
 - a. Contact Austin Public Health – 512-972-5560 to report the presence of COVID-19 in the school, and **follow the local health authority's advice, along with these additional procedures listed below. Not every situation is the same.**
 - b. Contact Child Care Licensing – 512-834-3195 to report the presence of COVID-19 in the school.
 - c. Contact the school's families and notify them of the circumstances surrounding the positive case and how it is being handled.

- d. Clean and disinfect all areas used by the person who is sick, such as classrooms, offices, bathrooms, and common areas.
 - e. 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.
 - f. In the case of a child or staff member who was diagnosed with COVID-19, the individual may return to school when all of the following criteria are met:
 - i. at least 3 days (72 hours) have passed **since recovery**
 - ii. And the individual has improvement in respiratory symptoms
 - iii. And at least 10 days have passed since symptoms first appeared
 - iv. Or a doctor’s note stating they are free to return
 - g. In the case of a child or staff member who was diagnosed with COVID-19, the individual may return to work **before** the self-isolation period **IF** they obtain a medical professionals note clearing the individual for return based on the results of a false positive.
8. The school will limit access to the facility during school hours to:
- a. Staff
 - b. Parents, with a few exceptions (see drop-off and pick-up), and masks must be worn at all times.
 - c. Persons with legal authority (child care licensing, law enforcement, Workforce staff) and masks will be required.
 - d. Individuals performing emergency repairs (masks will be required).

2. Health Screenings

1. The following persons must be screened every day before entering the facility:
 - a. Staff
 - b. Children
 - c. Parents
 - d. Persons with legal authority (child care licensing, law enforcement, Workforce staff)
 - e. Individuals performing emergency repairs or delivering goods
2. Temperature checks must be performed by parents on themselves and their child (ren) each day before dropping off, and on yourself before picking up your child. No person entering the facility can have a fever of **100 or above** degrees Fahrenheit.
3. Staff will visually check if any of these signs or symptoms are seen at drop-off:

Cough	Shortness of breath or difficulty breathing	Chills
Muscle pain	Headache	Sore throat
Diarrhea	Repeated shaking with chills	Loss of taste or smell

- No person will be allowed entry if any of the above symptoms are seen.
- 4. The school will not allow staff or children with new or worsening signs or symptoms listed above to return to campus without a doctor's note.

3. Drop off and Pick up

1. Parents must wear masks at all times.
2. **Early Bird Drop Off:** Between 7:00-8:30 AM
 - a. Drop off will happen at either the classroom door or on the playground, keeping in mind to social distance with other parents. You may use any entrance gate that is convenient for you.
3. **School Day Drop Off:** Between 8:30-9:00 AM
 - a. If for some reason you must drop off after 9:00 AM, then the parent will bring the child to the office.
 - b. Parents will be asked to enter the school using 3 access points. The entry points will be determined by the classroom a child is assigned to.
 - The East Gate {next to playgrounds} (Rainbow, Purple, Orange)
 - Main gate {in front of office} (Blue, Pink, Green)
 - West Gate {next to red room} (Red, Yellow)
 - c. Parents will stand outside the classroom door and not enter the classroom.
 - d. If a parent has two children in different areas, you do not have to re-enter, just walk your child to their classroom door and use social distancing as you pass others.
4. **School Day Pick Up time:** At 3:30 PM
 - a. Parents will use the same access gate for picking up their children and follow the same above procedures under school drop off.
5. **Fun Zone Pick Up time:** After 3:30 PM
 - a. Pick up will happen at either the classroom door (hand sanitizer will be made available) or on the playground, keeping in mind to social distance with other parents. You will access the school by using one of the 3 access points mentioned above in item 3.b.
6. Parents will use social distancing while at the facility. [Social Distancing Guidelines](#)
7. Hand sanitizer will be stationed at every gate.

4. Social Distancing Strategies

1. Staff will wear masks during these set times:
 - Drop off and pick up
 - Wherever it is not feasible to maintain a 6 ft. distance from another individual not in the same household
2. The school will use the NAEYC ratios for group size and teacher child ratios. This can be found on the school's tuition sheet.
3. Classrooms will include the same group of children each day. Classes will be combined for Early Birds and Fun Zone, but the same classes will combine each day, any additional mixing of children will happen as a last resort in order to maintain child/staff ratios and supervision.
4. Classrooms will maintain the same teachers each day, unless illness or absentee prevents it.
5. The school will postpone any large events until further notice.
6. Playground times will be staggered and the same two classes will utilize the space each day.
7. Sensory tables will be used with limitations (2 children only), but water will not be allowed in the sensory tables.
8. During nap time children will be spread apart as much as possible and placed head to toe in order to further reduce the spread of the virus. Mats will be disinfected daily. Bed rolls will be placed in individual cubbies.
9. During meal times, more space will be placed between children.
10. Time standing in lines will be minimized.

5. Cleaning and Disinfecting

1. Our disinfecting product, Oxivir Tb is a hospital grade disinfectant without harsh chemicals. The school will use bleach/water only when children are not present in the room or if the school cannot purchase Oxivir Tb due to a shortage.
2. Routine cleaning will be intensified during the day.
 - Extra staff will go into each classroom during their playground time to disinfect faucets, bathrooms, door knobs, cabinet handles, surfaces, light switches, trash cans, and toys.
 - Extra staff will disinfect high traffic areas throughout the day, such as, doors, gates, staff bathrooms, and staff kitchen.
 - Our cleaning company will use an electrostatic spray cleaner weekly.
3. Machine washable toys will not be used during this time.
4. Sharing of toys will be limited as much as possible.
5. Toys that cannot be cleaned and disinfected will not be used.
6. Staff working with infants and toddlers will wear over-large button-down shirts, hair in an up-do, and no jewelry. These shirts will be changed if a child sneezes or leaves traces of mucus on them.
7. Children's clothes will be changed if secretions are on their clothing.
8. Supervision of children during hand-washing will be conducted by the staff.

9. Handwashing will be the school's first line of defense. If handwashing is not available, then a 60% alcohol based hand sanitizer will be used. Children will be closely monitored during this use and the hand sanitizer will be out of their reach.