



Hays Hills Baptist Church Christian Learning Center COVID-19 Response Plan

KEEP THIS COPY. SIGNATURE PAGE IS WITH REGISTRATION PAPERS.

Updated: March 22nd, 2022

The health and safety of our children, staff, and families is paramount. The below-listed policies and protocols are designed to help parents understand their role and the school's role in providing a safe and healthy school environment. These policies and protocols will generally be followed to the greatest extent possible, will be adjusted as we continue to receive updated recommendations.

PLEASE NOTE: During the COVID-19 Pandemic any items listed as part of this COVID-19 Response Plan will **supersede** the policies listed in the CLC Parent Handbook where applicable.

CLC will revisit and re-evaluate these protocols as needed when we have more data about the presence and transmissibility of the virus in our area. This plan will take effect in the event of an increase in cases or if recommended by the CDC.

Thank you for your help and understanding.

Preventative Health Measures

- **Staying Home**

It is vital that ***you keep your child home if they are ill or acting in such a manner which you believe they are becoming ill.*** We encourage you to check your child's temperature before leaving for school and for any symptoms associated with COVID-19 (described below). We will rely on the social responsibility of each family to be as prudent as possible in sending their child to school only when healthy. It is important for each family and staff member to be as vigilant as possible in monitoring for symptoms and communicating with the CLC Office if or when they start to feel sick. **A doctor's note of clearance to return to school may be required.** Please be familiar with CLC's Health/Illness policy listed in the Parent Handbook. We will be enforcing our policy of exclusion if your child has any of the listed symptoms. We appreciate your diligence and understanding when we must exclude a child because they have an illness symptom present.

- **If a Child or Staff Member Is or Becomes Sick**

If a child should become ill while at school, a staff member will remain with the child while isolating them from the other children in their class. A parent will be contacted so the child can be picked up. Upon picking up, please wear a mask and come to the front entrance of Building C where the CLC Office is located. **An ill child must be picked-up within 30 minutes of their first communication alert by one parent/caregiver. If a parent/caregiver is not able to pickup an ill child within 30 minutes, an emergency contact may be contacted.** Additional cleaning and disinfecting will be completed in the classroom where an ill child has been present.

- **If COVID-19 is Confirmed in a Child or Staff Member**

Please notify the CLC Office within 24 hours if your child, a member of your household, or a person that your child has close contact with is diagnosed with COVID-19. The CLC Office will notify the Hays County Health Department and follow their direct guidance on how to respond. Every case may be a different situation.

Children or staff with new or worsening signs or symptoms of possible COVID-19 may not return to school until the following criteria have been met OR the Hays Health Department suggests otherwise:

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 improved respiratory symptoms (e.g. cough, shortness of breath)
3. At least 5-10 days have passed since symptoms first appeared
4. Has received a doctor's note of clearance to resume participation at CLC

- **Allergies and Teething**

Children or staff who show persistent signs of runny nose, coughing and other respiratory issues that may be due to seasonal allergies or teething will be asked to obtain a doctor's note of clearance to participate in school. This note will be placed in the student's file and will be shared with your child's classroom teachers. If symptoms are persistent after two months, we will ask that you obtain another doctor's note of clearance to continue participating in school. Please inform the school during the daily screening process about any allergy or teething symptoms your child may be experiencing that day.

Social Distancing Strategies

All stakeholders, especially parents and staff, must be aware that their actions play a critical role in reducing the risk of infectious disease transmission in our school community. Staff and parents are asked to maintain at least six feet of separation from other individuals. If such distancing is not feasible, other measures such as face masks, hand hygiene, cough etiquette, cleanliness, and sanitation should be rigorously practiced.

- **Limited Access to Christian Learning Center – This will only take affect in the event of an increase in cases OR recommended by the CDC:**

The following will be the only people allowed to enter CLC areas:

- ✓ CLC Staff (teachers and administrators);
- ✓ Persons with legal authority to enter, including law enforcement officers;
- ✓ Professionals providing services to children (such as a therapist);
- ✓ Enrolled children (non-enrolled siblings or other children not allowed at this time); and
- ✓ Parents who have children enrolled and present at the operation. Parents should only enter the Preschool in an emergency wearing a mask.

- **School tours**

Tours of the Christian Learning Center will not be conducted during school hours.

- **Class Groups**

Each class will have the same children and same regular teachers each school day. The classes will remain in their individual classrooms each school day. Toys and materials that cannot be easily sanitized will not be used. Toys will be disinfected after each use.

- **Outside Time**

In order for us to provided each class adequate playground and outdoor time, classes will combine for outside time. Classes will be encouraged to bring their class outside as much as possible for nature walks, snack, lunch, storytime, circle time, art activity, and organized activities outside of the classroom as weather permits.

- **Chapel**

Chapel will be conducted in Building D in the large church sanctuary. The classes will be spaced apart.

- **Naptime:** Children's nap mats will be spaced out as much as possible, and positioned head-to-toe to further reduce the potential of viral spread.

Parent Drop-Off and Pick-Up Protocols

- **Drop-Off Protocols – This could change to allow parents in the building for drop off and pick up.**

Drop-Off of CLC children will occur at three different designated areas in order to keep our family members out of the CLC buildings. We ask that Parents and caregivers wear a face mask while waiting to drop off and pick up their child. Drop off will begin at 8:45 a.m. Please check with the CLC office regarding your child's class drop off and pick up times.

- ✓ Caterpillars and Monkeys will be dropped at the back entrance to Building C, with parents lining up social distanced underneath the awning between Building C and Building D.
- ✓ Lambs and Whales and Bumblebees will be dropped off at the front entrance of Building D, with parents lining up socially distanced underneath the awning and the front sidewalk.
- ✓ Turtles and Butterflies will be dropped off at the back entrance to Building D, with parents lining up social distanced along the sidewalk underneath the awning between Building C & Building D.
- ✓ Giraffes and Pandas will be dropped off at the front entrance of Building C, with parents lining up socially distanced on the sidewalk in front of Building C.

***During this time until further notice, please refrain from social gathering amongst friends in our outside areas on the Hays Hills Baptist Church campus.**

- **Procare check-in system**

CLC will be using the check-in system found on the Procare app completing the contactless check-in process. Before dropping their child off, parents will answer the COVID screening questions for their child on the Procare app. If access to the Procare app is not possible, CLC will have a paper to fill out for check-in.

- ✓ Each child will be greeted by their teacher and will be asked to sanitize their hands upon entry. CLC staff members will escort the child into the building and to their designated classroom.
- ✓ To provide the best opportunity to socially distance, the Preschool will have a staggered drop-off schedule. The schedule will be announced closer to the start of school.

- **Late Drop-Off**

It is essential for the efficiency of the drop-off process for parents and caregivers to be on time when dropping off; however, we understand there will be mornings when an emergency will arise delaying your arrival at school. Unless previous communication has been made with the CLC Office, we will be unable to accept any child after 9:15 am.

- **Pick-Up Protocols**

- ✓ Pick-Up of children will occur at the same entrance that they were dropped off at.
- ✓ Parents will be required to use the check-out system found on the Procare app completing the contactless check-out process.
- ✓ Each parent or caregiver picking up their child must wear a mask.
- ✓ As recommended and to provide the best opportunity to socially distance, CLC will have a staggered pick-up schedule. The schedule will be announced closer to the beginning of school.
- ✓ Late Pick-Up: CLC will follow the Late Pick-Up policy that is outlined in the Parent Handbook.
- ✓ During this time until further notice, please refrain from social gathering amongst friends in our outside areas on the Hays Hills Baptist Church campus.

Communication

Since we will be losing the regular face-to-face contact we normally have during the drop-off and pick-up process, email and texts through Procare app will be the main source of direct parent/teacher communication. We highly value clear and frequent communication with parents and teachers and will do our best in these new circumstances to maintain the level we are used to as a school.

Enhanced Cleaning and Disinfectant Measures

- **Cleaning Products and Supplies**

- ✓ The Christian Learning Center will use EPA registered disinfectants which are approved for use against COVID-19. CLC staff will be trained how to use the products effectively and safely.

- ✓ At the end of each school day CLC staff will disinfect all surfaces and allow them to air dry for effectiveness.
- ✓ Hays Hills Baptist facilities will come through to disinfect the floors and restrooms and the end of each school day.
- **Cleaning and Sanitizing Toys, Materials, and Surfaces**
 - ✓ We will be collecting toys throughout the school day that have been played with, put in a child's mouth (or that are otherwise contaminated) and place them in the "to be cleaned bin" to be sanitized at the end of the day.
 - ✓ Staff will be cleaning and sanitizing other toys and surfaces frequently throughout the day.
 - ✓ We will be focused on cleaning and sanitizing surfaces such as doorknobs, light switches, classroom sink handles, counter tops, toilet areas, tables, chairs, cubbies, and high-touch areas on the playground throughout the school day.
 - ✓ Classroom restrooms will be disinfected as needed throughout the school day.

Hand Hygiene and Face Mask Wearing

- **Handwashing: Frequency**

Handwashing is the number one method of stopping the spread of an infectious disease in a school community. CLC has always placed high value on good handwashing practices, and we will be placing even more emphasis now. Each classroom is equipped with a sink to make it easier for children to wash their hands themselves, but teachers will supervise as necessary to ensure good handwashing techniques are being used. The teachers will be building lessons about handwashing into their classroom rules and routines so that the children can develop the healthy habit of frequent and correct handwashing. Children and staff will wash or sanitize their hands multiple times throughout the school day; including, but not limited to, upon entering school, after using the restroom or diaper changing, before and after eating, and after outside playtime.

- **Handwashing: Method**

When handwashing, the teachers will have the children wash with soap and water for at least 20 seconds and then use a paper towel to dry their hands. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol will be used if soap and water are not readily available.

- **Face Mask Wearing – At this time, there are no plans to mandate mask wearing for teachers.**

Our CLC Board of Directors has established our masking policy for our CLC Staff. In the event of an increase of cases OR if recommended by the CDC, CLC staff will be encouraged to wear face masks at drop-off, pick-up, and while in the classrooms with the children. While outside during playground time or other outside activities, CLC Staff will not be required to wear a face mask. The children at CLC will not be required to wear a mask while at school. If a parent requests a child to wear a mask while at CLC, our teachers will honor that request and will help encourage the child to wear it while at CLC. CLC has the right to revisit this policy at a later date.

Snacks and Lunches

- **Snacks**

Parents should provide a healthy snack, that is ready to eat for their child each school day.

- **Lunch**

Please provide a healthy lunch that is contained in an easy to open container, such as a "Bentgo Lunch Box", or similar item. In order for the least amount of contact possible to be made with the contents, please have all food ready to go, with any utensils needed included, and with the least amount of things to be opened as possible. For example, if an orange is included with the lunch, please make sure that the orange is already peeled. Please reference the policy in the Parent Handbook for complete details about providing a lunch for your child. We are also asking that each serving container (top and bottom) be labeled with your child's name or initials so they can be easily identified if separated from your child during lunchtime.

- **Water**

Please provide a refillable water bottle that is clean with fresh water for your child each school day. Clearly label the bottle with your child's name in a manner that it will not rub or come off. Juice pouches are discouraged at CLC due to the fact that most children need assistance with placing the straw in the pouch, and we are trying to have the children be as independent as possible, and also allowing the CLC staff members the least amount of contact as possible with all food items.

Financial Responsibility Policy

The following additions and changes to each family's financial responsibility is being added and shall be confirmed upon this document being signed by the parent who originally signed receiving the Parent Handbook.

- Should the community be ordered to shelter-in-place and the school must close, any partial month will not be eligible for a refund or credit.
- When school may resume, tuition will be reinstated (prorated accordingly) and due upon the first day of back to school.
- Pro-longed personal absence because of COVID-19 illness or related reasons (i.e. a child must quarantine with their household) will not be eligible for refunds or credits.
- If the Preschool is advised by the local health authorities to close for a quarantine or if Hays Hills Baptist Christian Learning Center decides to close for 24 hours, the tuition for that period will not be eligible for a refund or credit.
- The Withdrawal Policy listed in the CLC Parent Handbook remains the same. A 30 day notice is required.

Covid-19 School Attendance Waiver

The virus that causes COVID-19 can infect people of all ages. While the risk of serious illness or loss of life is greatest in those 65 years of age and older and/or are immune compromised, persons in every age group can get COVID-19 and some will have a severe illness.

We should all be thankful that, with rare exceptions, COVID-19 is not claiming the lives of our children. However, we can never forget that a child with a mild or even asymptomatic case of COVID-19 can spread that infection to others who may be far more vulnerable.

COVID-19 is spread from person to person through 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 members of their household, teachers, or other caregivers. We have learned that infected persons with mild or even no symptoms can spread COVID-19.

These facts are vitally important when considering returning to the Hays Hills Baptist Christian Learning Center environment and should be considered by each parent before returning their children to our program. Hays Hills Baptist Church, and HHBC CLC are taking specific measures, as recommended by the CDC and Texas health authorities, to promote a safe environment, but each family has to understand the inherent risk of their child participating in any kind of group care. We do not expect young children to effectively social distance from other children in their small class. We expect that infants, toddlers, and preschool aged children will, for example, continue to play in proximity to one another, share toys, or touch surfaces that may not be sanitized. Young children also need help from their teacher that require close contact, for example, putting on clothing items, putting their lunchbox away, or need help with restroom and diapering needs. Young children may also seek, and emotionally benefit from, comfort when sad or anxious. While our staff will generally not initiate hugs, it is expected that children will need hugs at time, thus, there will be some physical contact between teacher and children. To the extent possible, the teachers will remain with the same groups of children.

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However, there will inevitably be times when, for example, the teacher needs to take a break or is out sick and another teacher will step in from another group to cover them.

All of these factors mean that while HHBC CLC will take certain precautions recommended to combat the spread of COVID-19, these measures will differ from those suitable for other social, business and commercial settings that adults may be more familiar with.

Therefore, as a parent or guardian, I agree that I will monitor the health of my/our child(ren) and not send them to the HHBC CLC program if my child(ren) are displaying any symptom of COVID. I agree not to send my child(ren) to HHBC CLC if my child (or any of his or her siblings), or any other member of our household or any other person with whom we have been in close contact, are showing symptoms of COVID-19. I agree to seek COVID testing promptly and report results to HHBC CLC given the implications for other children, families, and staff. Likewise, I understand that parents or guardians should protect any vulnerable persons who are members of the same household or come into frequent, close contact with infants, children and youth who attend HHBC CLC.

I understand that participating in HHBC CLC or accessing our facilities could increase the risk of contracting COVID-19. HHBC CLC can in no way assure, guarantee or warrant that COVID-19 infection will not occur through participation in our programs or by accessing our facilities.

I understand that I may and should consult my family's health care providers about the risks of COVID-19 and participation in HHBC CLC, and to do so as conditions surrounding COVID-19 change.

By signing the attached page, I acknowledge receipt of HHBC CLC COVID-19 Response Plan and, particularly, this Covid-19 School Attendance Waiver (the "Waiver and Release"). I am 18 years of age or older, of sound mind, and understand and agree to the terms of this Waiver and Release. I have been afforded the opportunity to review the contents of this Waiver and Release with an attorney of my choosing if I believed it was necessary to do so, and am under no legal obligation whatsoever to enroll my child(ren) in the HHBC CLC or to continue to do so.

I understand and acknowledge that participation in HHBC CLC may expose me, members of my family, or those with whom I have close contact to COVID-19 and to a risk of COVID-19 infection. I understand that medical research regarding the potential for infection with and harm caused by the COVID-19 is ongoing, and that no widely-accepted vaccine for children under the age of 12 or no cure for COVID-19 is currently available.

As a result, I understand that the potential risks associated with exposure to or infection with COVID-19 are not fully known, but may include significant and serious illness, bodily injury, disfigurement, temporary or permanent disability, and/or death. Nevertheless, having considered the risks of participation in HHBC CLC, including those outlined in this Waiver and Release, I have determined that I desire for my child(ren) to participate in HHBC CLC, of my own free will and out of my voluntary desire for my child(ren) to have the benefit of HHBC CLC. Accordingly, for good and valuable consideration, including without limitation the opportunity to participate in HHBC CLC, I HEREBY ASSUME ALL OF THE RISKS OF PARTICIPATING IN HHBC CLC, INCLUDING WITHOUT LIMITATION THE RISK THAT I, MY CHILD(REN), FAMILY OR OTHER PERSONS WITH WHOM I MAY COME IN CLOSE CONTACT, MAY BE EXPOSED TO OR BECOME INFECTED WITH COVID-19. I HEREBY, FOR MYSELF AND MY CHILD(REN) AND MY AND THEIR RESPECTIVE HEIRS, SUCCESSORS, AND ASSIGNS, AND ALL THOSE CLAIMING BY OR THROUGH ME OR MY CHILD(REN), WAIVE, RELEASE, AND AGREE TO DEFEND, INDEMNIFY, AND HOLD HARMLESS HAYS HILLS BAPTIST CHURCH AND ITS AGENTS, EMPLOYEES, MINISTERS, TEACHERS, TRUSTEES AND VOLUNTEERS (COLLECTIVELY, "INDEMNITEES") FROM AND AGAINST ANY LIABILITY, LOSS, EXPENSE, OR OTHER DAMAGE—INCLUDING PERSONAL INJURIES, PROPERTY DAMAGE, DEATH, COSTS OF COURT, AND ATTORNEY'S FEES—ARISING FROM, RELATING TO, OR IN CONNECTION WITH THE PARTICIPATION OF MY CHILD(REN) IN HHBC CLC, **INCLUDING THOSE WHICH ARISE OR ARE ALLEGED TO ARISE FROM THE NEGLIGENCE OF ANY INDEMNITEE.**

HHBC CLC COVID-19 Response Plan and

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